

INTRODUCTION

Under the provisions of the Ecclesiastical Jurisdiction and Care of Churches Measure 2018 - referred to hereafter as "the Measure" - all parish churches in the Diocese, all other consecrated churches and chapels including licenced places of worship opted in under the Care of Places of Worship Measure 1999, and buildings licensed for public worship, must be inspected at least once in any five-year period. The Diocesan Scheme which follows should be studied carefully with the relevant guidance documents from the Church Buildings Council ("the CBC") and Diocesan Advisory Committee for the Care of Churches (DAC).

THE DIOCESAN SCHEME

1 This Scheme was established by the Diocesan Synod by a resolution of 16th March 2019 and it supersedes all previous Schemes. It comes into operation on 1st April 2019.

2 The Scheme shall be administered through the Diocesan Advisory Committee (the DAC). All correspondence concerning matters dealt with under the Scheme should be addressed to the DAC Secretary.

3 Nothing in this Scheme affects the legal responsibility of every PCC for the proper care of each church under its authority, and its duty to apply for a Faculty or for permission under Schedule 1 of the Faculty Jurisdiction Rules (2015) before any work is commissioned.

4 All parish churches in the Diocese, as well as all other consecrated churches and chapels and buildings licensed for public worship that are required to be inspected under The Measure, shall be inspected at least once in any five-year period ("the Quinquennial Inspection") under this Scheme. For the avoidance of doubt, where a Quinquennial Inspection has taken place under a previous Diocesan Scheme the five-year period shall commence from the date of that previous report.

The scope and contents of the report

5 The Quinquennial Inspection shall be completed in accordance with the current guidance of the CBC and any current interpretations of this guidance published by the Oxford DAC. The DAC recommends that this template is used although reports submitted in a similar digital format which is compliant with the Scheme and the accompanying CBC guidance will be accepted.

6 All reports must include a plan of the church, general context photographs of the building internally and externally, and photographs of defects identified. All areas of the building must be inspected. In some instances this may necessitate provision of access equipment, such as ladders, scaffolding or a cherry picker.

7 The structure and content of the Quinquennial Inspection Report shall follow the recommendations set out in any CBC guidance and any directions which the DAC makes from time to time.

8 The report will include confirmation of whether or not up to date gas and electrical test certificates have been obtained.

9 The report shall summarise the works needed in the following categories:

- 1 - Urgent, requiring immediate attention
- 2 - Requires attention within 12 months
- 3 - Requires attention within the next 12 – 24 months



- 4 - Requires attention within the quinquennial period
- 5 - A desirable improvement with no timescale (as agreed with the PCC)

10 Any routine items of maintenance (including repairs) within these timescales may fall under Schedule 1 of the Faculty Jurisdiction Rules (2015), i.e. under List A or B. All other matters will require faculty permission. The Inspector is not expected to make an indication of the permission type.

Appointing and reviewing the Inspector

11 Advice on appointing a new Inspector can be found in the CBC Guidance and any current interpretations of this guidance published by the Oxford DAC. The DAC team holds a register of Inspectors appointed to each church in the diocese. The DAC does not hold a list of Inspectors from which the PCC must select a professional.

12 The Inspector should be an ARB registered architect or chartered building surveyor or any other professional regulatory body as identified appropriate by future meetings of the General Synod. If the church building dates from before 1900 the Inspector must hold conservation accreditation under a scheme recognised by Historic England. The register of suitably qualified Inspectors can be found at the website of each accrediting body. The DAC Secretary will also hold a list of the Inspectors appointed to each church in the diocese. All proposed appointments must be reported to a subcommittee of the DAC (via the DAC Secretary), who will provide the PCC with advice on the appointment in line with criteria published by the CBC. The advice of the DAC is required for each and every appointment to every church. The appointment of Quinquennial Inspector is a personal appointment, even if made through their employing firm. As such, only the appointed Inspector may undertake the inspection and produce the subsequent report.

13 Where an Inspector is identified on the diocesan approved list which is abolished by this Scheme, but is not conservation accredited by any of the recognised schemes but is currently undertaking inspections on churches which date from before 1900 the following interim measure is in place. Should the Inspector intend to apply for conservation accreditation the Inspector may notify the DAC of this intention and will have 5 years from the date of the adoption of this Scheme to obtain accreditation. Should the Inspector be due to retire within 10 years of the date of adoption of this Scheme then it is accepted that they may not wish to obtain conservation accreditation and this requirement is alleviated. If the Inspector has no intention to apply for conservation accreditation and is not due to retire within 10 years, then under this Scheme the Inspector will no longer be eligible to undertake inspections on buildings dating from before 1900 and the PCC will have to appoint a new Inspector.

14 Any inspections which have already been instructed prior to the adoption of this Scheme, but which are yet to be undertaken, will not be affected by the requirements of this Scheme. All inspections instructed following the date of enforcement of this Scheme, 1st April 2019, must meet the requirements of the Scheme.

15 Parishes should consult the Area Dean to establish whether a deanery inspection committee or scheme is in operation within the deanery. Required by the 1993 diocesan Scheme, this requirement was removed in February 2016 by Diocesan Synod but some deaneries continue an inspection committee or scheme. A deanery inspection committee or scheme may make provision for funding or organising the inspection and report and in a deanery where one exists all parishes are encouraged to take part in this.

16 Parishes are strongly encouraged to periodically review the appointment of their Quinquennial Inspector in a competitive tendering process, and the most appropriate time would be when the next inspection is due. Reviewing the appointment does not imply that the PCC must change their Inspector, but offers the opportunity to reflect on whether the PCC is receiving good quality service and best value, and has a good relationship with the Inspector.

17 Many parishes find that there is advantage in renewing an appointment, as an ongoing relationship with an experienced Inspector who fully understands the building and its ongoing needs, and has a good relationship with the PCC and Churchwardens, is invaluable.

Appointing for project work recommended in the report

18 It is for the PCC to decide who to commission to undertake any project work identified in the report, for which a separate agreement would be needed. If the PCC wishes to carry out any publicly funded works which require tendering (over £10,000) under the supervision of the Inspector it will need to be able to demonstrate that the Inspector was appointed or re-appointed (see 12 above) within the last 5 years through a competitive tendering process. The PCC should also ensure that the qualification requirements of any project professionals is met as required by possible grant giving bodies.

Duties and responsibilities of the PCC, Inspector, DAC and Archdeacon

19 All Quinquennial Inspectors shall be responsible for entering into and maintaining adequate and appropriate Professional Indemnity Insurance cover, and shall provide written evidence thereof to the PCC and DAC.

20 A person who is appointed as a Quinquennial Inspector shall enter into an agreement with the PCC of the church (or body acting on their behalf) which they are to inspect. The DAC Secretary can provide advice if requested. A template appointment letter for use by the PCC is available from the DAC.

21 Fees for the preparation and completion of the report should be agreed between the PCC and the Inspector in advance, before any work is commissioned. This should include any exceptional costs, such as the need to arrange access to otherwise inaccessible parts of the building.

22 Within three months of making the inspection, the Quinquennial Inspector shall send copies of the report in digital format to the relevant Archdeacon, the PCC, the Incumbent or Priest in Charge, and to the DAC Secretary. The report will be uploaded to the Church Heritage Record, if it has not been compiled on the template there, by the DAC secretariat.

23 Under the Measure, the DAC Secretary is responsible for keeping a register of those buildings which are covered by the Scheme, containing details of the current Quinquennial Inspector and dates of inspection. The PCC Secretary shall inform the DAC Secretary of the date of the inspection. If the PCC finds it difficult to agree a date with the Quinquennial Inspector they should consult the DAC Secretary who will offer support.

24 Nothing in this Scheme shall affect the powers of an Archdeacon to ensure the inspection of every church in their archdeaconry once in five years, as laid down in The Measure.

25 In order to provide for the cost of inspections and therein recommended works, every PCC should budget for the report and fabric repairs. They should not, however, use the report as a specification for such works.

Interpretation and Amendment of the Scheme

26 Any questions which arise concerning the interpretation of this Scheme shall be referred to the Registrar, whose decision shall be binding.

27 This Scheme shall be subject to amendment only by means of a formal motion, presented after due notice to the Diocesan Synod, and approved by it.



