



WORCESTER DIOCESAN ADVISORY COMMITTEE FOR THE CARE OF CHURCHES

DIOCESAN SCHEME FOR THE INSPECTION OF CHURCHES

INTRODUCTION

Under the provisions of the Ecclesiastical Jurisdiction and Care of Churches Measure 2018, as amended by the Church of England (Miscellaneous Provisions) Measure 2020, 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 paras 38 to 44 of the Measure (previously 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 (attached as appendices) from the Church Buildings Council (“the CBC”) and the Worcester Diocesan Advisory Committee (“the DAC”). All references to “the Parochial Church Council (PCC)” shall (as the context may permit) refer to any other body that the PCC has authorised to instruct works on its behalf.

THE DIOCESAN SCHEME

- 1 This scheme was established by the Diocesan Synod by a resolution of 18 November 2020 and it supersedes all previous schemes. It comes into operation on 19 November 2020.
- 2 The Scheme shall be administered through the DAC. All correspondence concerning matters dealt with under the Scheme should be addressed to the DAC Secretary.
- 3 The fees for the inspection of churches in the Diocese under the terms of this Scheme shall be paid by the PCC of each parish in accordance with the following terms of this Scheme.
- 4 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 (as amended by the Faculty Jurisdiction (Amendment) Rules 2019 and 2022) before any work is commissioned.

- 5 All parish churches in the Diocese, as well as all other consecrated churches and chapels and buildings licensed for public worship, which 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

- 6 The Quinquennial Inspection shall be completed in accordance with the current guidance of the CBC, and any subsequent interpretation of this guidance provided by the DAC. There is an interactive report template within the Church Heritage Record entry for each church. Alternatively, reports submitted in a similar digital format which is compliant with the Scheme and the accompanying CBC guidance will be accepted.
- 7 The structure and content of the Quinquennial Inspection Report shall follow the recommendations set out in Appendix A.
- 8 Each report shall contain the same standard information for each church as required by the DAC shown in Appendix A.
- 9 The report shall summarise the works needed in the following categories:
- A: Urgent, requiring immediate attention
 - B: Requires attention within 12 months
 - C: Requires attention within the next 12 – 24 months
 - D: Requires attention within the quinquennial period
 - E: Desirable improvement with no timescale (as agreed with the PCC)

Any routine items of maintenance (including repairs) within these timescales may fall under Schedule 1 of the Faculty Jurisdiction Rules, i.e. under List A or B, and the Inspector may indicate if they consider this to be the case. Formal confirmation should be sought from the DAC Secretary or the relevant Archdeacon prior to any works being undertaken.

- 10 Broad indicative costs within the bands set out in the CBC guidance and template for all such works will be given, to enable the PCC to understand the level of funding which is likely to be necessary if the works are undertaken promptly, recognising that delay often increases the costs substantially. When considering executing such works, PCCs are advised to get accurate costings from a Quantity Surveyor for large projects or obtain at least 3 quotes for the work as specified by their inspector.

Note: The bands currently are:

- 0: £Negligible or DIY
- 1: <£2,000;
- 2: £2,000-£10,000;
- 3: £10,000-£30,000;
- 4: £30,000-£50,000;
- 5: £50,000-£250,000;
- 6: >£250,000

Should an inspector wish to provide costs in more detail within the report then this will be agreeable. Should an inspector propose to submit a report without costs then this should be proposed to the PCC in the appointment process and be part of the submission to the DAC for formal advice, including the reasons for this proposal.

Appointing and reviewing the Inspector

- 11 Advice on appointing a new inspecting professional can be found in the CBC Guidance. The DAC Secretary holds a register with details of current and prospective Quinquennial Inspectors within the diocese but does not hold a list of Inspectors from which the PCC must select a professional.
- 12 The PCC should give due regard to the guidance of the CBC in respect of the suitability of their chosen inspector and obtain formal advice from the DAC, and pay due regard to said advice, on the suitability of their chosen inspector by writing to the DAC Secretary prior to making an appointment.
- 13 The DAC strongly encourages parishes 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.
- 14 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

- 15 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 13 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

- 16 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.
- 17 A person who is appointed as a Quinquennial Inspector shall enter into agreement with the PCC of the church (or body acting on their behalf) which they are to inspect. The DAC Secretary can provide advice and template for appointment upon request.
- 18 Agreement of the fee to be charged, including the preparation and issue of the report shall be included in the contract between the PCC (the client) and the Quinquennial

Inspector (the service provider) before the inspection takes place. This should include any additional professional services, access provision, or work which necessitates a higher fee, additional contracts or a variation.

- 19 Within three months of making the inspection, the Quinquennial Inspector shall send copies of the report in paper and digital format to the PCC of the parish in which the church is situated, the Incumbent or Priest in Charge, and digital-only copy to the DAC Secretary and the relevant Archdeacon. The report will be uploaded to the Church Heritage Record by the DAC secretariat, if it has not been compiled on the template there.
- 20 If the relevant Archdeacon, as advised by the DAC, believes that the inspection report does not meet the terms of the Measure and of this Scheme then they have the power to instruct the report (and, if required, the inspection) to be revised or repeated, at no charge to the Diocesan Board of Finance.
- 21 The DAC Secretary is responsible, as per the Measure, for keeping a register of those buildings which are covered by the Scheme, containing details of the current Quinquennial Inspector and dates of inspection.
- 22 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.
- 23 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

- 24 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 must meet the requirements of the Scheme.
- 25 Any questions which arise concerning the interpretation of this Scheme shall be referred to the Registrar, whose decision shall be binding.
- 26 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.