

DIOCESE OF ELY

SCHEME FOR THE INSPECTION OF CHURCHES

THE DIOCESAN SCHEME

1 This scheme was established by the Diocesan Synod by a resolution of 21 June 2022 and it supersedes all previous schemes. It comes into operation on 22 June 2022

2 The Scheme shall be administered by the Church Buildings and Pastoral Department (the CBPD) in consultation with the Diocesan Advisory Committee (DAC). All correspondence concerning matters dealt with under the Scheme should be addressed to the Department.

3 The fund currently established by the previous Scheme to comply with the 1955 Inspection of Churches Measure (“The Measure”) will be maintained. Monies will be paid into the Fund by the Diocesan Board of Finance.

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 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 Quinquennial Inspection shall be completed in accordance with the current guidance of the Church Buildings Council (CBC).

7 The structure, content and format of the Quinquennial Inspection Report shall follow the recommendations set out in the CBC guidance.

8 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)

Any routine items of maintenance (including repairs) within these timescales may fall under Schedule 1 of the Faculty Jurisdiction (Amendment) Rules 2019, ie under List A or B, and the Inspector must indicate if he/she considers this to be the case. Other matters will likely require Faculty consent.

9 Indicative costs within the bands set out in the CBC guidance and template for all such works will be given, where these will enable the PCC to understand the level of funding which is likely to be necessary. When considering executing such works, PCCs may need to get accurate costings from a Quantity Surveyor.

Appointing and reviewing the Inspector

10 Advice on appointing a new inspecting professional can be found in the CBC Guidance. The CBPD holds a register with details of current Quinquennial Inspectors within the diocese and can offer advice on the appointment process. A suitably experienced and accredited professional who is not presently on the register can be employed as a Quinquennial Inspector, but the PCC should seek the advice of the DAC before making an appointment.

11 The DAC strongly encourages parishes to periodically review the appointment of their Quinquennial Inspector in a competitive tendering process. 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.

12 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

13 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.

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

14 All Quinquennial Inspectors shall be responsible for entering into and maintaining adequate and appropriate professional indemnity insurance cover, and shall provide written evidence thereof.

15 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 if requested.

16 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. The Diocesan Board of Finance will pay for quinquennial inspections in the diocese up to the fee level published on the diocesan website. In cases where a higher fee is charged, the PCC must cover any additional costs, and the contact be varied accordingly.

17 Within three months of making the inspection, the Quinquennial Inspector shall send copies of the report in paper and digital format to the relevant Archdeacon, the PCC of the parish in which the church is situated, 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.

18 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.

19 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 Sections 2 and 3 of The Measure.

Interpretation and Amendment of the Scheme

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

21 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.