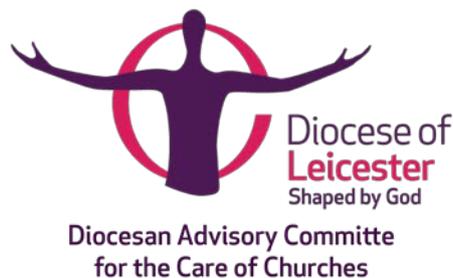


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THE QUINQUENNIAL INSPECTION: QUESTIONS AND ANSWERS

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What is it?

To ensure that no structural or building conservation problems creep up on a church without being noticed, the Church runs the Quinquennial Inspection (or QI for short) scheme. Every five years (or quinquennium) an architect or similarly qualified inspector must undertake a thorough inspection of the church building, inside and out, and everything else within the boundary (called the curtilage) of the church property.

Who can carry out the Inspection?

The PCC selects and appoints the architect / surveyor it wants to undertake the inspection. The Diocesan Advisory Committee for the Care of Churches (the DAC) holds a Register of Architects and Surveyors who have expressed an interest in undertaking Quinquennial Inspections in the Diocese of Leicester. However, each individual appointment of an architect / surveyor by the D/PCC needs to be approved by the DAC.

The DAC's recommended good practice is that the Inspecting Architect / Surveyor should be appointed by Competitive Tender, as set out in the Advisory Note 'How to appoint an Architect / Surveyor'. This procedure has been agreed with the Heritage Lottery Fund (HLF) and will satisfy their requirement for the lead consultant to be appointed in this way, provided that the grant application is made within two years of the Quinquennial Inspection. The PCC is not obliged to accept the lowest price but rather the price of best value. This means that if the PCC wishes to retain the services of the architect / surveyor who carried out the previous Inspection, it can do so provided that the Tender process has been openly advertised and run fairly.

Whether or not you wish to appoint a new architect/surveyor, please let the DAC Secretary know: -

- a) The architect / surveyor the PCC has engaged to carry out the QI
- b) When the Inspection Date has been arranged

so that the records for your church can be updated.

It is important to note that, under the legislation – yes, it is the law of the land – that governs Quinquennial Inspections (the 1955 Inspection of Churches Measure), your architect must be a named individual. You can't hire an Architectural Practice! It must be single individual!

Planning for the inspection day

Ahead of the Inspection taking place, the PCC ought to commission: -

1. An Electrical System Condition Test and Report by a NICEIC, ECA or NAPIT Registered Electrician
2. A test of the Lightning Conductor (if one has been installed)
3. A report on the health of the Trees in the churchyard – if the Churchyard has been closed by Order in Council and the responsibility for maintenance passed to the local authority, the PCC should ask the local authority to undertake the inspection of the trees
4. Ensure that the PCCs policies concerning Asbestos etc as listed on the Checklist in the Diocesan Scheme have been reviewed and are up-to-date

On the inspection day, the churchwarden or person responsible needs to: -

1. Ensure that the keys for all the doors in the church are available (including towers and vestries)

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2. Make the church log book, the Terrier and Inventory available, together with details of recent repair or maintenance work since the last inspection, and any heating, electrical and lighting, and safety systems checks (full list on page 2 of the letter)
3. Provide ladders to help reach gutters, roofs, lofts, etc. making sure that they are safe to use
4. Be prepared to go around with the architect, to hold ladders and show him/her such features as trapdoors or inspection chamber covers
5. Make a list of any defects that have come to light since the last inspection and hand to the Inspecting Architect together with the last QI Report **in advance of the inspection**
6. Think about any security risks that may arise while the inspection is in progress, and take steps to prevent any difficulties due to open doors and windows
7. Make sure that the bells are rung down
8. Remember that the inspection of even the smallest church is likely to take at least half a day, so the offer of a hot drink and access to a WC, if there is not one in the church, would be welcomed

Who pays for it?

The PCC is responsible for the cost of the Inspection and negotiating a fee with the architect / surveyor.

Who gets a copy of the Report?

When the PCC instructs the Architect to undertake the Inspection, it should also instruct him/her to: -

- a) Follow the Diocesan guidelines for presenting the report set out in the Diocesan Scheme for Quinquennial Inspection of Churches - if the Report fails to comply with the Scheme, the PCC should return it to the Architect and only pay the fee when it does comply
 - b) Produce the Quinquennial Inspection Report **within 2 months** of the date of the inspection
 - c) Produce **two** copies of the report for the PCC Secretary – one for the churchwardens on behalf of the PCC and one for the incumbent
- Send the DAC Secretary **One copy**, either via the OFS / Church Heritage Record (CHR) or as a pdf to the DAC Secretary, who will arrange for a copy to be: -
 - Given to the Archdeacon
 - Uploaded to the CHR part of the OFS – if the template was not used
 - Sent, in the case of a churchyard closed for the purposes of burials by an Order in Council, to the Conservation Officer of the council responsible for the maintenance

What should it look like?

The report that is produced should be in a fixed format. It should follow the set of headings laid out in Appendix 1 of the Diocesan Scheme.

A building plan should be included together with photographs of any problem areas referred to in the report.

The report must cover all the areas listed and prioritise the repairs needed under the following categories: -

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1. Urgent, requiring immediate attention
2. Requires attention within 12 months
3. Requires attention within the next 18 - 24 months
4. Requires attention within the quinquennial period
5. A desirable improvement with no timescale

The report should also give broad budget costs.

Is the QI Report a Specification for the works?

No! Consequently, it is important to note that the description of the problem written in this report, and the guide cost, is not a specification for the work, and shouldn't be treated as such. The architect has, at this stage, simply inspected the building and described any problems he/she found.

Undertaking the repairs

When the PCC plans to undertake the repairs, this should be done in consultation with the church architect who **MUST** be required to prepare a detailed specification for the necessary work and subsequently direct its implementation. **The PCC will have to negotiate a separate fee with the architect / surveyor for this work.**

Cost of repairs – who pays?

The costs of repairs set out in the QI Report, including the architect's fees, are paid for by the PCC.

Do we need a Notification of Advice from the DAC and a faculty for repairs recommended in the QI Report?

Yes **and in advance!** – subject to the provisions of Schedule 1 of the Faculty Jurisdiction Rules 2015 (operative 1 January 2016) described below.

An application should be made via the Online Faculty System (OFS) (<https://cofeportal.org/>) supported by the appropriate documentation as set out in the submissions document, which is available on the website www.leicester.anglican.org/dac/faculties.

Matters not requiring a Faculty

Schedule 1 of the Faculty Jurisdiction Rules 2015 is circulated to all incumbents and Churchwardens and clearly sets out which works require: -

- No permission (List A)
- Authorisation by the Archdeacon (List B)
- A Faculty from the Chancellor

The Schedule is always available at www.leicester.anglican.org/dac/fandmnrnf/. Applications are made through the OFS.

N.B. Any proposed works, however large or small, not specifically identified on the List A or List B require a DAC Notification of Advice and a Faculty from the Chancellor.

Although there is no legal requirement to log works included in List A through the OFS, the Archdeacons and the DAC Secretary are strongly encouraging PCCs to do so that Log Book feature of the OFS is as complete as possible.

If you need clarification, please consult the DAC Secretary.

Trees in Churchyards

Lists A and B set out which works to trees can be carried out and with what permissions. In addition, the Church Buildings Council has issued guidance concerning trees in churchyards. This guidance can be found at www.leicester.anglican.org/dac/fandmraft/. All works should be logged and/or applied for through the OFS.

The next QI

The Churchwardens should keep a record of when the next QI is due. However, a reminder will be sent to the PCC at the beginning of the year in which it is due. Early in that year, the architect / surveyor should be contacted to arrange a date and the necessary electrical test reports commissioned.

Further Information

If you would like more information about Quinquennial Inspections, the Church Buildings Council provides additional guidance, which is available on the ChurchCare website at http://www.churchcare.co.uk/images/Guidance_Notes/Q-Report.pdf.