

The Inspection of Churches Measure 1955 (as amended)

Under the provisions of The Inspection of Churches Measure 1955 (as amended) - referred to in the remainder of this document 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 LEEDS DIOCESAN SCHEME

- 1 This scheme was established by the Leeds Diocesan Synod by a resolution of 18th March 2017 and it supersedes all previous schemes. It comes into operation on 18th March 2017.
- 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 The fund currently established by virtue of The Dioceses of Bradford, Ripon and Leeds, and Wakefield Reorganisation Scheme (hereafter “the Scheme”) having previously been the fund established for the Diocese of Bradford and currently known as the “Leeds Diocesan Inspection of Churches Fund” (hereafter “the Fund”) is re-established by this Scheme to comply with The Measure. Monies will be paid into the Fund by the Leeds Diocesan Board of Finance.
- 4 The costs arising from the inspection of churches in the Diocese under the terms of this Scheme shall be paid by the Parochial Church Council of each parish in accordance with the following terms of this Scheme.
- 5 Nothing in this Scheme shall detract from the legal responsibility of every PCC for the proper care of each church under its authority, and its duty to apply for a Faculty before any work is commissioned.
- 6 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.

7 The Quinquennial Inspection Report shall be completed in accordance with the current guidance and template from the Church Building Council (CBC): <http://www.churchcare.co.uk/churches/guidance-advice/looking-after-your-church/quinquennial-inspections/quinquennial-inspections-the-report>

8 The Quinquennial Inspection Report shall include:

- a) reference to previous Quinquennial Inspection reports, which are deemed to form part of subsequent reports, and should be read in conjunction with them;
- b) a photograph of the exterior and the interior of the church or chapel;
- c) any recent ad hoc reports on the fabric, fittings, furnishings, ornaments, organ, bells, decoration, trees and heating system;
- d) any recent written test reports on the electrical, fire protection and lightning systems.

The inspector should check that the parish is keeping the Log Book updated.

9 The Quinquennial Inspection shall follow the format set out in the current guidance from the CBC. 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 - A desirable improvement with no timescale
- M - Routine items of maintenance (e.g. clearing leaves from a gutter).

Estimated costs within bands for all such works will be given. Parishes are advised to check Schedule 1 of the Faculty Jurisdiction Rules (2015) for items that fall under List A, or consult the Archdeacon and DAC Secretariat for items that may fall under List B. All other matters will require faculty permission.

10 The DAC will not normally recommend an application for a Faculty unless the report has specified the work or the Quinquennial Inspector has agreed to it, and it will usually also expect the Quinquennial Inspector either to supervise the work, or at least to signify its satisfactory completion when it has been done.

- 11 The DAC strongly encourages parishes to periodically review the appointment of their Quinquennial Inspector, and the most appropriate time would be when the next inspection is due. Reviewing the appointment does not imply that the PCC must change, 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. Many churches find that there is advantage in renewing an appointment as an ongoing relationship with an inspector who fully understands the building and its ongoing needs is invaluable.

If the appointment is reviewed by competitive tender, as required by Historic England and the Heritage Lottery Fund (ie a procurement process), a PCC can employ the Inspector for any publicly-funded works undertaken during a five-year period without further tendering.

- 12 It is for the parish to decide who to commission to undertake any project work, for which a separate agreement would be needed. The DAC maintains a register of current Inspectors within the Diocese (as mentioned in item 16 below), and can give advice on what experience and qualifications a PCC should look for if they are considering an appointment.
- 13 All Quinquennial Inspectors are responsible for entering into and maintaining sufficient Professional Indemnity Insurance cover, and the PCC should check that this is appropriate for the church.
- 14 The inspection of the church is to be visual, and such as can be made from ground level, ladders or accessible roofs, galleries or stagings. Unmanned Aerial Vehicles (Drones) may be used if properly supervised and with appropriate permissions, including from neighbours as necessary. Parts of the structure which are inaccessible, enclosed or covered will not be opened up unless specifically requested. The inspection is to include, so far as practicable, all features of the building, and to cover all aspects of conservation and repair.
- 15 Within three months of making the inspection, the Quinquennial Inspector shall send a copy of the report (preferably in electronic form) 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.
- 16 In accordance with 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.

- 17 A person who is appointed as a Quinquennial Inspector shall enter into agreement with the PCC of the Church which they are to inspect. The DAC Secretary can provide advice if requested.

The Quinquennial Inspector will undertake:

- a) to carry out the Quinquennial Inspection and to produce a report within three months of the Inspection;
 - b) to draw up the report in accordance with current CBC guidelines including photographs where appropriate (with views of the interior and exterior as standard) and the addition of broad budget costs for the recommended items;
 - c) to send copies of the report to those listed at 15 above. Electronic copies are preferred for the DAC and Archdeacon;
 - d) to oversee all approved major repair work recommended in the report. If some of the works are major and are to be part-funded by grant making bodies the PCC shall check that their Quinquennial Inspector has the appropriate qualifications required. Each stage of this repair work shall be a separate commission arranged directly between the PCC and the qualified person at a mutually agreed scale of fees.
- 18 An estimate of the fee to be charged, including the preparation and issue of the report and any specifications provided, shall be agreed by the PCC (who is the client) and the Quinquennial Inspector before the inspection takes place. If the inspection involves unforeseen work which necessitates a higher fee the consent of the PCC must be obtained. Travelling expenses at the normal diocesan mileage rate may also be charged (if agreed).
- 19 Nothing in this Scheme shall alter 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 (as amended).
- 20 In order to provide for the cost of inspections, and the inevitable repairs afterwards, every PCC should budget for the report and fabric repairs.
- 21 Any questions which arise concerning the interpretation of this Scheme shall be referred, in the first instance, to the Chair of the DAC who will take advice as appropriate.
- 22 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.