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THE ADDITION OF PROFESSIONAL ADVISERS TO THE DIOCESAN MAILING LIST FOR THE PURPOSES OF UNDERTAKING QUINQUENNIAL INSPECTIONS

1. Policy

- 1.1 The Ecclesiastical Jurisdiction and Care of Churches Measure 2018 replaced the Inspection of Churches Measure 1955, amended by the Care of Churches and Ecclesiastical Jurisdiction Measure 1991) and has itself been replaced by the Church of England (Miscellaneous Provisions) Measure 2020 that came into effect on 1 September 2020.
- 1.2 This legislation requires every Diocese to operate a Diocesan Scheme to enable the terms of the Measure to be fulfilled. The Scheme provides for: -
 - PCCs to seeking advice from the DAC prior to appointing a Professional Adviser as the Quinquennial Inspector but the DAC will no longer be able to approve that appointment
 - The maintenance, by the DAC Secretary, of the List of Professional Advisers or Quinquennial Inspectors working within the Diocese
 - A copy of the Inspection Report to be sent to the DAC Secretary, who will forward a copy to the Archdeacon, the PCC and the incumbent. All reports are noted by the DAC

2. Addition of a Professional Adviser / Quinquennial Inspector to the Mailing List

- 2.1 When an individual approaches the DAC seeking to be added to the Mailing List, to assist PCCs the DAC should consider the request very carefully. The person's training and experience in the case of historic buildings will be important, together with the desirability of bringing new people into the field of church restoration. To this end, the DAC, in concert with other Dioceses, uses a rigorous application form to elicit information from the professional adviser concerned. In addition to the form, examples of previous work are also required.
- 2.2 Key issues, apart from obvious basics such as full qualification (preferably with a Conservation accreditation or post-graduate qualification), professional indemnity insurance and experience of working with historic buildings include evidence of: -
 - Membership and active participation (not just affiliation) in professional and related bodies e.g. EASA, the Amenity Societies
 - Conservation-based CPD at recognised courses and institutions
 - Having worked on listed buildings, liaising with Historic England and Local Authorities

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N.B. Approval of either the Architects Accredited in Building Conservation (AABC) Register, the RIBA Conservation Register or the RICS Building Conservation Scheme cannot be a formal requirement but not being so accredited may be a hindrance to obtaining an appointment as Quinquennial Inspector as the grant application process by the NLHF requires the lead professional to be so registered and appointed by competitive tender and PCCs may be reluctant to appoint an architect / surveyor who will not be able to direct subsequent remedial works that may be granted-aided by the NLHF.

2.3 An interview is arranged with at least 2 members of the DAC who also consider, usually, three written references from: -

- A client (ideally a PCC member) who has recently employed the architect or surveyor on a project
- Two people who can provide information on the applicant's training and experience –
N.B. two references from the applicant's employing firm cannot be accepted

3. Following the assessment

3.1 After the assessment interview has taken place, the DAC discusses the individual's situation and makes a decision on whether to invite him/her to join the Mailing List.

3.2 There are two possible outcomes: -

- The application is accepted and the person is invited to join the Mailing List
- The application is not accepted
 - The DAC does not consider that the person has the appropriate experience &/or training to enable them to be able to undertake Inspections on any buildings in the Diocese
 - In this case, the DAC will offer advice about steps which could be taken and whether it would be worth the individual's while to re-apply in the future

4. Duration of the Lists

4.1 The Mailing List shall be valid for 5 years. In the spring of the fifth year, those on the Mailing List are notified that the current Mailing List will close at the end of the year and that new Mailing List is to be prepared for the next quinquennium. The Mailing List will continue until 31 December 2020.

4.2 Individuals, who are currently on the Mailing List, are invited to re-apply.

5. Further information

5.1 A Guide to Church Inspection and Repair CHP 1995 2nd Edition ISBN 0 7151 7568 8 available from Church House Publishing or your local bookshop. It is also available on the ChurchCare website at <https://www.churchofengland.org/more/church-resources/churchcare/advice-and-guidance-church-buildings/quinquennial-inspections>.

5.2 DAC Guidance Notes:

- The Appointment of a Professional Adviser (information for PCCs)

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- Arrangements for Quinquennial Inspection of churches in the Diocese of Leicester (aka The Diocesan Scheme)