

## **A PCC Guide to the Process of Appointing a Quinquennial Inspector or Professional Adviser**

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*This Guidance Note is to assist churchwardens and PCCs in determining the best and most appropriate process for appointing an Inspector to undertake the Quinquennial Inspection at their church.*

*Not every situation is identical so a number of options are offered, depending upon the circumstances of each church. Guidance is also included on the process for appointing a suitable professional for reordering schemes.*

*PCCs are invited to contact the DAC Secretary at any stage of the process if they have any queries.*

*A glossary of terms in this document and others associated with the process is included*

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## Introduction

It is the responsibility of the PCC to appoint a suitably qualified and experienced professional to undertake the Quinquennial Inspection (QI) and then plan/oversee the arising repairs. A good Quinquennial Inspection report (QIR) helps a PCC to understand the repair needs of the church for which they are responsible and is particularly valuable in identifying issues before they become major and expensive problems.

The cost of the inspection may represent significant expenditure for the PCC, but in terms of the amount of *professional* time involved in travelling, undertaking the inspection itself, compiling the report and so on, the fee charged rarely covers all the costs involved. Therefore, it is usual for the PCC to appoint the person who undertakes the report to then oversee the repairs, which is both a pragmatic and sensible arrangement for all parties.

Professionals who choose conservation work as the core of their activity, typically do so out of interest in the historic environment and from a sense of vocation, rather than being driven primarily by commercial gain. Inflating the amount of work required for financial gain would be unprofessional, in the same way that one would not expect a dentist, say, to undertake unnecessary work on one's teeth.

Current conservation practice focuses on undertaking the minimum necessary amount of work so as to keep as much historic fabric as is possible, although it is perfectly possible for professional opinion to differ on the best course of action for carrying out repairs.

## Key Factors

The DAC encourage PCCs to develop a constructive working relationship with their Inspector, as this is in everyone's interests as well and being crucial to the health of the fabric of the church.

When appointing an Inspector it is important that the process:

- Leads to the appointment of a professional with the appropriate level of experience, knowledge and conservation accreditation for the type and listing of the church
- Leads to the appointment of someone who will work well with the PCC, and vice versa
- Is not overly time-consuming for all parties involved
- Gives consideration as to how any repair works arising from the QI will be funded, especially if public monies become required

If it is likely that public monies/grants will be required to fund repairs, it will be necessary to demonstrate that the process by which the Inspector has been appointed will satisfy the procurement legislation that covers the use of public funds. Public monies are those obtained through grants from the National Lottery Heritage Fund (NLHF) or occasional government schemes, which are typically administered by Historic England. This is explained further in the next section and in Appendix II

## Process of Appointment

PCCs have three possible options when it comes to appointing a quinquennial Inspector:

- 1) Simply reappoint the Inspector who undertook the last inspection
- 2) Obtain a minimum of 3 competitive fee quotations
- 3) Conduct an open tendering process

The advantages and disadvantages of each are set out in the table below.

		Advantages	Disadvantages
1	Reappoint the Inspector who undertook the last QI	<p>Straight forward process</p> <p>Time efficient for all parties</p> <p>Inspector knows building and can offer some historic perspective</p> <p>Inspector is known to the Churchwardens/PCC and vice versa</p>	<p>Limits the amount of public funding that can be accessed (e.g. NLHF) to capital works with a maximum value of £76,500 (based on a 13% fee).</p> <p>If the works were likely to be in excess of this figure, a competitive tendering process would subsequently have to be undertaken.</p> <p>Doesn't enable the PCC to test that they are receiving value for money or see what other professionals have to offer.</p>
2	Obtain a minimum of 3 fee quotations from different Inspectors	<p>Enables the PCC to ensure that they are receiving value for money</p> <p>The PCC can choose the Inspector with whom they believe they can work.</p> <p>Would cover building work to a value of £384,000 (based on a 13% fee)</p>	<p>Loss of accumulated knowledge if current Inspector is not reappointed</p> <p>More time consuming</p>
3	Conduct a competitive tendering process	<p>Enables the PCC to ensure that they are receiving value for money</p> <p>Covers projects up to £1.2M</p>	<p>Is a more extensive process, requiring more time and input from all parties</p>

Possible factors to consider when making this decision include:

- Do the churchwardens/PCC enjoy a good/satisfactory relationship with the current Inspector or is it time for change?
- Does the building appear in reasonable condition or is it anticipated that major repairs are likely in the next 5 years? For example, did the last QIR identify significant repairs which it has not been possible to undertake, or are there obvious items which now need attention.

- Does the PCC have other plans beyond repairs, such as adding additional facilities or a reordering project? If so, a more extensive appointment process might be desirable in order to attract the person with the most appropriate skills and experience as a designer.

The DAC recommends that all parishes follow a proportionate process relevant to their particular situation. Generally speaking, Option 2 provides a 'middle way' which will cover medium to large sized repair projects arising from the report.

Once the PCC has decided which appointment process it wishes to follow, they should then seek advice from the DAC Secretary. In this way, they will receive guidance on the type/level of qualification and experience required for their listing grade of church, together with confirmation of the listing status.

To assist PCCs obtain comparable quotations, a standard enquiry form has been produced which is in Appendix IV at the end of this document and also downloadable from the diocesan website <https://www.leicester.anglican.org/dac/professionaladvisers>.

Further details of the procurement rules applicable to public funding are given at Appendix II.

## Selecting Inspectors to Quote for the Inspection and Report

As a first step, the PCC should determine whether there are any outstanding fees owing to the Inspector who carried out the last inspection. This can arise when professional time has been expended at the behest of the PCC, but the associated works have not been undertaken. A good example would be where a specification for repair works has been prepared and faculty obtained, but the actual works have yet to be funded. This is particularly important if the PCC is considering appointing a different inspector and, where-ever possible, it is advantageous to all parties that the relationship ends well.

Once the PCC has decided upon its preferred option for appointing an Inspector, the methodology for the 3 different options is as follows:

### Options for Appointing an Inspector

#### Option 1 – Re-Appointing the Current Inspector

Where a PCC has decided to reappoint the current Inspector, it is suggested that the Fee Quotation Form at Appendix IV is still used and sent to the Inspector in order that they can confirm their fee and set out the services that they are offering. This is the ideal opportunity for the PCC to raise any questions with the Inspector, especially if there are queries over the scope and range of the service. It is at the PCC's discretion as to whether they are clear that they are not seeking alternative quotation.

The PCC should inform the DAC Secretary and then confirm the appointment with the Inspector.

#### Option 2 – Obtaining a Minimum of 3 Competitive Fee Quotations

The PCC should contact the DAC Secretary to request *The Mailing List of Potential Inspectors* and to seek advice on the type of experience etc that they should be seeking relative to the listing of their church.

PCCs should only select Inspectors to quote who have the appropriate level of conservation accreditation and experience for the listing Grade of the Church (see Appendix I). The DAC Secretary will also provide advice on this. It is important to note that public monies typically require the adviser to hold appropriate relevant conservation accreditation.

Unless the PCC is dissatisfied with the professional who undertook the last QI, it would be usual for them to be one of the three invited to quote. The other 2 can be selected using any additional criteria that the PCC wish to use. For example, they might speak with neighbouring churches to see who they use and for their experience with that Inspector.

If the PCC is considering also using the quinquennial Inspector for alterations to the church building, they should check with the Inspector that this is a service that they are comfortable and experienced in offering. Seeing examples of their past work and requesting references is strongly recommended as part of this.

Once the PCC has drawn up a shortlist of potential Inspectors, the PCC should contact them and invite them to submit a quotation using the form at Appendix IV and downloadable from <https://www.leicester.anglican.org/dac/professionaladvisers>

The sample advert at Appendix III could form the basis of the invitation. However, the PCC may choose to make their invitation email/letter more personal and tailored. For example, if it is apparent that an enquiry is only going to a small number of potential Inspectors it may receive better attention than one which is being widely circulated.

#### *Alternative Approach to seeking quotations*

An alternative approach would be to ask the DAC Secretary to circulate the PCC's enquiry directly to all on *The Mailing List of Potential Inspectors*. Whilst this approach draws on a wider pool of potential Inspectors, those who receive the enquiry this way will realise that there are more people competing and may not wish to expend their time on what could be a waste of their time.

#### *Considerations regarding selection of Inspector*

In order to avoid making the process overly time-consuming for all parties, it is not envisaged that potential Inspectors would be interviewed in person. Instead, PCCs are encouraged to take up references from other churches and learn more about their experience of a particular Inspector. Potential candidates are asked to provide a typical report from another church, and PCCs should consider whether the style and presentation of the report is helpful to them. For example, is it sufficiently detailed but still easy to understand or is the balance towards the technical, are there adequate photographs illustrating any problems, is clear what issues need to be addressed/where the main areas of concern are and so forth.

After this completing process, the PCC may then have queries which they would like to raise with the potential Inspector and this could be done by email, letter, phone etc. as appropriate.

Any PCC wanting to interview candidates should state this clearly in the advert. However, it should be noted that this may put some potential Inspectors off owing to the additional time and expense that this adds to a process which is a 'loss-leader'. In

cases where the PCC has a major project in the offing together with available funding, then interviewing may be more sensible and necessary, but see (3) below.

Further information on **Comparing Candidates** is given below.

Once the PCC has selected and formally appointed their Inspector, out of courtesy they should:

- Notify the DAC Secretary so that the records can be updated
- Tell the successful candidate and confirm the terms of the appointment with them
- Thank those candidates who responded to the enquiry but were unsuccessful

### **Option 3 – Conducting an Open Tender Process**

This route is usually most appropriate where a major project is under consideration and/or large amounts of public funding are likely to be needed and/or where the methodology set out in (2) is not appropriate.

PCCs should seek the advice of the DAC Secretary to discuss their requirements further and gain additional guidance as to how best to proceed.

In brief, it will be necessary to compile a suitably worded advert, similar to the example in Appendix III, with additional information outlining the project and particularly with regard to conservation accreditation, qualifications and level of experience being sought.

If the project is large and the church is listed Grade I or II\*, then attracting a wide pool of applicants will be important. Interviewing will be an essential part of this process and it may be necessary to compile a detailed project brief, as well as offering the opportunity to visit the church ahead of the interview.

Again, the advice of the DAC Secretary will be crucial in helping the parish to set this up appropriately and proportionately.

If the PCCs preferred candidate is not on *The Mailing List of Potential Inspectors*, then the PCC can confirm the appointment with the successful candidate subject to the candidate successfully applying to the DAC Secretary to join this list.

### **Comparing Candidates**

To help select the PCCs preferred candidate, it is suggested that the information given on the following sections of the fee quotation form is compared, considering the following:

Section 2:

- Whether the relevant conservation accreditation is held for the Grade of church
- The number of years that accreditation has been held, together with the length of experience working on churches
- Previous experience in obtaining faculty consent

Section 3:

- Compare cost of providing the report
- Whether the cost of a follow up meeting with churchwardens(s)/walk-round at the church is included, or if not, what the cost of this would be

#### Section 4:

- Compare fees for the various elements
- See what the different Inspectors are prepared to offer in terms of free advice, and what they consider a 'reasonable level' of service for this
- Speak to other churches who use the Inspector i.e. take up references
- Compare methodology for undertaking the QI process following appointment

Review and compare the sample reports provided, as described above under 'Considerations regarding selection of Inspector'

#### **What to do once the Selection and Appointment Process has been completed**

Once the PCC has selected and formally appointed their Inspector, out of courtesy they should:

- Notify the DAC Secretary so that the records can be updated
- Tell the successful candidate and confirm the terms of the appointment with them
- Thank those Inspectors who responded to the enquiry but were unsuccessful
- If the Inspector is not present on the *The Mailing List of Potential Inspectors*, contact the DAC Secretary for further advice.

## **Glossary of Terms used in this Document**

**AABC** Architect Accredited in Building Conservation

**CHR** Church Heritage Record

**DAC** Diocesan Advisory Committee for the Care of Churches.

**Diocesan Scheme** This sets out what the QIR should contain

### **The Mailing List of Potential Inspectors**

The DAC Secretary holds a Register of Professional advisers currently available to undertake QIs within the Diocese, together with their contact details, experience and conservation accreditation

**NLHF** National Lottery Heritage Fund

**OFS** Online Faculty System

**PCC** Parochial Church Council – for the purposes of this document is used as an umbrella term to include District Church Councils (DCCs)

**Quinquennium** A period of 5 years

**QI** Quinquennial Inspection. An inspection of the condition of a building, carried out at 5 yearly intervals

**QIR** Quinquennial Inspection Report. Report produced after the Inspection. This has to follow a set format approved at Diocesan Synod, see 'Diocesan Scheme'

**RIBA** Royal Institute of British Architects

**RIBA/SCA** A specialist conservation architect with authoritative knowledge of conservation practice and extensive experience of working with historic buildings. This is the highest grade of conservation accreditation within the RIBA scheme

**RIBA/CA** A conservation architect who has in-depth knowledge and experience of working with historic buildings

**RICS** Royal Institute of Chartered Surveyors



## Appendix I – Criteria for appointing a suitable person to the role of Inspector

The Church Buildings Council (CBC) have advised/recommended that Inspectors who meet the following criteria would be classed as being competent to inspect:

### Grade I or II\* churches: -

- Proven experience of work in a sole capacity with listed buildings
- Proven experience of work with such highly designated church buildings at least at a junior level under a more experienced professional
- Preferably experience in sole capacity
- Relevant accreditation<sup>‡</sup> would normally be required, and always for professionals undertaking their first Inspector role

### Grade II churches: -

- Proven experience of work in a sole capacity with listed buildings
- Preferably experience of working with listed church buildings at least at a junior level under a more experienced professional
- Relevant accreditation<sup>‡</sup> would normally be recommended, and always for professionals undertaking their first Inspector role

### Unlisted churches: -

- No specific prior experience expected, but evidence of supervision from an experienced professional with experience of church buildings is recommended
- For certain buildings, evidence of experience of working with traditional materials may be required

### Major Churches

These are designated by the CBC - there are only a limited number of these within the diocese.

- Proven experience of working with such large and/or highly significant and complex church buildings is recommended, at least at a junior level under a more experienced professional;
- Experience of working on Grade I or II\* church buildings in a sole capacity
- Relevant accreditation<sup>‡</sup> would normally be required, and always for professionals undertaking their first Inspector role.

Given the recent call by General Synod for all parts of the Church to achieve year-on-year reductions in emissions it would be valuable for the Inspector to have proven experience of how heritage buildings can be made more environmentally sustainable. This might include suitable ways to reduce heat loss, different approaches to church heating, and the possibility of renewable energy generation.

‡ Relevant accreditation in the above criteria would mean that the prospective Professional adviser is on one of the following Conservation Accreditation Registers: -

For Architects:

AABC ([www.aabc-register.co.uk/](http://www.aabc-register.co.uk/)) and/or

RIBA (<https://www.architecture.com/working-with-an-architect/conservation-register>)

For Surveyors:

RICS (<https://www.rics.org/uk/surveying-profession/career-progression/accreditations/building-conservation-accreditation/>)

Please note that neither the letters RIBA nor RICS after a person's name indicate that an individual also has conservation accreditation from that body – the appropriate register should be checked in each case.

## Appendix II – Procurement Legislation

The table below sets out in greater the necessary requirements which will satisfy procurement legislation currently applicable.

	<b>Professional fee</b>	<b>Project Size *</b>  (based on a professional fee of 13% †)	<b>Tender requirements</b>	<b>Notes</b>
1	£ 0 to £ 10,000	up to £ 76,500	Minimum of one organisation only	Use DAC standard Fee Quotation form to confirm fees etc
2	£ 10,000 to £ 50,000	£ 76,500 to £ 384,000	Three competitive quotations required	Use DAC standard Fee Quotation form to obtain fees etc from advisers on DAC <i>The Mailing List of Potential Inspectors</i> .  Retain proof of process in a report on the tenders you have received, together with your decision on which to accept. You must give full reasons for your choice if you do not select the lowest tender.  However, decisions do not need to be made on cost alone. Instead they should be based on value for money which should take into account other factors such as quality and experience.
3	£ 50,000 to £ 164,176	£ 384,000 to £ 1.2m	Three competitive tenders required	Tendering opportunity advertised on relevant websites – consult DAC Secretary for how to go about this

All figures are excluding Vat

\* the building works will also need to be tendered

† fees may vary, although 13% is likely to be the upper limit

## **Appendix III – Sample Advert**

### **Name of Church, Town/Village, Leicestershire**

The services of a professional adviser with relevant conservation accreditation is needed at NAME OF CHURCH + ADDRESS. The Church is Grade YY listed.

The professional adviser would be required to undertake the Quinquennial Inspection during YEAR, and submit their report in accordance with the Diocese of Leicester Scheme. The appointment would also be for any remedial works arising as a result of that inspection.

Interested parties are invited to submit the attached Fee Quotation form, along with an example of a recent and typical QI for another church, to XXX by DATE

If you have any queries, please contact XXX by email at XXX or by telephone at XXXX

Further details of the requirements of the Scheme are available on the Diocesan website, see <https://www.leicester.anglican.org/quinquennial-inspections/>

## **Appendix IV – Fee Quotation Form: see next page,**

- This is also downloadable from the DAC pages on the Diocesan Website.
- This form is intended for obtaining Fee Quotations for Quinquennial Inspections and Associated Repairs only.
- Additional information would be required to obtain Fee Quotations for other works, such as re-orderings. Please consult the DAC Secretary for further advice on these types of appointments.

**Diocese of Leicester**  
**Fee Quotation Form for the Appointment of a Quinquennial Inspector**

**Covering fee appointments between £10k - £50k**  
for project work up to £384,000 based on a fee of 13%

**Inspectors are requested to complete the information below and return to the PCC as soon as is convenient and before the set return date**

SECTION 1 – DETAILS OF CHURCH	
Name of church	
Address	
Listing Grade	I / II* / II / unlisted
PCC Contact	
PCC Contact email	

SECTION 2 – DETAILS OF INSPECTOR	
Name of Inspector	
Professional title <i>e.g. Architect, Surveyor</i>	
Qualifications	
Membership of Professional bodies	
Conservation Accreditation	
No. yrs Conservation Accreditation held	
Name and address of Practice/Company	
Previous experience of obtaining faculty consent	
No of years experience of working on Listed Churches (N/A for unlisted churches)	

**Diocese of Leicester**  
**Fee Quotation Form for the Appointment of a Quinquennial Inspector**

<b>SECTION 3 – QUINQUENNIAL INSPECTION COSTS AND FEES</b>	
Quinquennial Inspection and report in accordance with Diocesan scheme	£
Is the cost of a follow up meeting with churchwardens(s)/walk-round at the church (max 2 hours on site) included in the inspection charge?	YES / NO
If not, what would the additional cost for this be?	£

<b>SECTION 4 – FEES FOR WORK ARISING FROM THE INSPECTION</b>	
Usual charging regime for QI repair works	Hourly rate / Percentage / Flat fee / other (please state)
State how site visits are charged:	Hourly rate / Flat fee / other
Hourly rate	£
Fee percentage for repair works arising from QI	
Rates for out of pocket expenses not included in hourly rate/lump sum fee	State rates and what they would be charged for e.g. mileage charged @ £0.45/mile
Is VAT chargeable on fees and expenses	Yes / No
% fee split between pre-contract and post-contract work	
<i>pre-contract = all work up to and including faculty approval stage</i> <i>post-contract = administration and oversight of the building contract, including site works</i>	
Is the Inspector prepared to offer free advice over the telephone with general building related matters to a reasonable level?	Inspector to insert short statement defining what is considered reasonable
Give an example of similar churches in the diocese, or nearby, where the Inspector is presently appointed	
Contact details so references can be taken up	
Describe how you undertake the QI process following appointment	Insert short statement
Please provide a previous QI report from a similar church	Sent electronically / by post

**Diocese of Leicester**

**Fee Quotation Form for the Appointment of a Quinquennial Inspector**

## **Diocese of Leicester**

### **Fee Quotation Form for the Appointment of a Quinquennial Inspector**

#### **Appendix V – Questions to AVOID in an Interview**

PCCs are reminded that, under the Data Protection/Discrimination legislation, interview questions must not relate to any of the following – as they are Protected Characteristics:

- Age
- Gender reassignment
- Being married or in a civil partnership
- Being pregnant or on maternity leave
- Disability
- Race including colour, nationality, ethnic or national origin
- Religion or belief
- Sex
- Sexual orientation

If this advice is not followed, the PCC might find itself facing complaints or even prosecution under the legislation.