



Appointment of Quinquennial Inspectors

Every parish church, consecrated building, and those licensed for public worship must be inspected at least once in any five-year period. The Quinquennial Inspector (QI) is appointed and paid for by the Diocese in order to independently inspect the church and provide objective professional support for the Parochial Church Council/Guild Church Council (P/GCC) in its duty to maintain the fabric of the building in good order. The law on this is laid out in the *Ecclesiastical Jurisdiction and Care of Churches Measure 2018*, as amended by the *Church of England (Miscellaneous Provisions) Measure 2020*.

In many if not most instances the QI and the P/GCC build a close working relationship in support of day to day building matters. There is no obligation on the P/GCC to instruct the QI for everything, but many P/GCCs do in effect use the same person most of the time.

The appointment for the Quinquennial Inspection is personal to the individual architect, and not an appointment of the QI's firm. Some however are members of large practises, and this can be a benefit while other P/GCCs prefer the personal touch of a single person business or a small partnership. The Measure requires that the person appointed is suitably qualified to the role (s45 (2A)(b)(ii)). It is important to ensure that the P/GCC chooses an architect who has the right skillset for the parish's future plans. For instance, if a church has plans for substantial works e.g. re-orderings or extensions, it is important that they choose someone who has experience of similar projects on buildings of a comparable architectural importance.

It is always possible to replace the QI between inspections but only polite to make sure that the previous person is informed courteously and in a timely way and that the P/GCC will seek the appointment of someone else for the next inspection.

If your QI is retiring, please wait until they have formally done so in writing before starting the process of interviewing candidates. A note acknowledging their collaborative work with the church would no doubt be appreciated.

Competitive Process

Because most grant making bodies for major projects require that there has been a competitive process, and in order to ensure that there is a good "fit" between the skills and personality of the QI and the needs of the parish, appointments are always made following interviews of around 3 candidates who are on the approved list, which can be provided by the Diocesan Church Buildings Adviser, Isabelle Ryan (isabelle.ryan@london.anglican.org).

P/GCCs should note that this does not mean that a further procurement process for a major project would not be required, as major funders often require this based on a brief when the project is more developed. It is nevertheless helpful to build a relationship with a professional with the right skillset.

How appoint a Quinquennial Inspector?

Once a shortlist of consultants has been drawn up, the process is as follows.

1 Interview by the P/GCC

It is up to the Parish/Guild Church to decide the interview panel, which would normally include the Incumbent/Priest in Charge and at least one churchwarden. It is advisable that the P/GCC request a CV and an individual visit so that they can discuss their church with the candidate.

Possible questions to ask candidates

- the experience the candidates have had with similar buildings;
- how they could help you with any aspirations you may have for the building (churches, even modern ones, may need some adaptation);
- their scaled fees for bigger projects;
- their knowledge of Net Zero Carbon (the Diocese is aiming to be net zero by 2030) and how this could be achieved in your church.
- Their office wide time charge rates, as much work is small enough to require hourly charge rates.

2 P/GCC Resolution

The P/GCC passes a resolution to determine QI inspector appointment, a copy of which is sent to

- The DAC- Isabelle Ryan (isabelle.ryan@london.anglican.org)

copying in

- The Archdeacons' office and (in the case of the Two Cities), the Archdeaconry Operations Manager (georgina.graham@london.anglican.org).

Suggested wording for P/GCC Resolution

The P/GCC of [Insert Name of Church] resolves to appoint [Insert Name and details of Architect] as new Inspecting Architect with immediate effect, subject to approval by the London Diocesan Advisory Committee.

Suggested wording for notification of the appointment to the DAC

Dear DAC Secretary

At its meeting on [Insert Date] the P/GCC of [Insert Name of Church] resolved to appoint a new Inspecting Architect.

As per the requirement under the Ecclesiastical Jurisdiction and Care of Churches Measure 2018, the P/GCC requests to consult the DAC on the appointment of [Name of Architect] as Inspecting Architect for [Name of Church].

Please could this be considered at the next meeting of the DAC.

3 DAC Approval and Appointment

The DAC considers the appointment, and if approved sends a Letter of Appointment to the QI and the Parish, copying in Archdeacons' office.

4 QUINQUENNIAL INSPECTIONS

- Reports are instructed by the Archdeacons' office and in this diocese paid for by the Parish Property & Fundraising department. This happens on a five-yearly cycle and the Archdeacons' office should be in touch with you about this. If you have not heard and believe your report is due, please contact your archdeacon's office.
- The Archdeacons' office sends a Letter of Instruction to the QI (copying in the DAC and Parish/Guild Church).
- The QI and Parish/Guild Church then organise a date for the Inspection.
- The report is sent by the Architect to:
 - The P/GCC
 - The Archdeacons
 - The Operations Manager (in the case of the Two Cities)
 - The archdeacon's administrator or personal assistant

With copies to

The Secretary of the DAC, Kevin Rogers (kevin.rogers@london.anglican.org) and Isabelle Ryan (isabelle.ryan@london.anglican.org). Please note that as the QI report is an independent report commissioned by the diocese, that P/GCCs should not expect to see a draft before it is issued.

- The invoice should be sent to the archdeaconry offices and to Sarah Wall (sarah.wall@london.anglican.org). If the P/GCC is invoiced directly please forward it to the archdeaconry office. Please copy in diane.kerr@london.anglican.org for churches within the Two Cities archdeaconry.

Once the report has been issued, the P/GCC should consider the report and the timetabling of any works which have been identified, particularly those of an urgent nature. There is support and signposting available from the Archdeacons' office to help with any works that may need to be actioned.

Information on what should be included within a QI report can be found in the appendix below.