**Appendix 2: The tendering process for an Inspector**

When choosing a new Inspector or reviewing the current appointment, it is advisable to seek at least 3 applications. The DAC will have a list of existing Inspectors in the diocese which you can choose from, or you may wish to consider a new applicant. In the case of the latter, early consultation with the DAC is recommended.

This form will help the PCC to make an informed decision. The filled in form should be sent to the DAC for their input.

The form can be submitted as evidence of tendering to funding bodies such as the National Heritage Lottery Fund, Historic England, National Churches Trust, etc.

|  |  |  |
| --- | --- | --- |
| Candidate | Relevant professional accreditation\* | To invite to interview? |
| 1 (name) |  |  |
| 2 (name)  |  |  |
| 3 (name) |  |  |
| 4 (name) |  |  |

\*For details of professional accreditation schemes relevant to this role, see Appendix 3, ask your DAC and see the Historic England website: <https://historicengland.org.uk/services-skills/training-skills/heritageskills-cpd/conservation-accreditation-for-professionals/>

**Assessment criteria and scoring**

Each of the below criteria will be scored 1 (minimal evidence/ not satisfactory) – 10 (excellent evidence / completely satisfactory) and the weighting shown below will then be applied.

**Candidate 1: (Name)**

|  |  |  |  |
| --- | --- | --- | --- |
| Assessment criteria  | Weighting (%) | Score (1-10) and comments | Weight x score |
| 1. The candidate has demonstrated appropriate experience of work with unlisted / Grade II /Grade II\* / Grade I listed / Major churches (see CBC guidance) | 20% |  |  |
| 2. The candidate has demonstrated a relevant level of accreditation, skills and professional development (as advised by DAC with regard to CBC guidance) including relevant experience of environmental matters | 30% |  |  |
| 3. Ability to work to the Diocesan Scheme and follow the CBC guidance | 10% |  |  |
| 3. Evidence of the production of quality reporting which is clear and concise | 10%  |  |  |
| 4. Communication skills | 10% |  |  |
| 5. Support from references  | 10% |  |  |
| 6. Clear and appropriate fee structure | 10% |  |  |
| Total |  |  |  |

**Notes:**

**Assessment criteria and scoring**

Each of the below criteria will be scored 1 (minimal evidence/ not satisfactory) – 10 (excellent evidence / completely satisfactory) and the weighting shown below will then be applied.

**Candidate 2: (Name)**

|  |  |  |  |
| --- | --- | --- | --- |
| Assessment criteria  | Weighting (%) | Score (1-10) and comments | Weight x score |
| 1. The candidate has demonstrated appropriate experience of work with unlisted / Grade II /Grade II\* / Grade I listed / Major churches (see CBC guidance) | 20% |  |  |
| 2. The candidate has demonstrated a relevant level of accreditation, skills and professional development (as advised by DAC with regard to CBC guidance) including relevant experience of environmental matters | 30% |  |  |
| 3. Ability to work to the Diocesan Scheme and follow the CBC guidance | 10% |  |  |
| 3. Evidence of the production of quality reporting which is clear and concise | 10%  |  |  |
| 4. Communication skills | 10% |  |  |
| 5. Support from references  | 10% |  |  |
| 6. Clear and appropriate fee structure | 10% |  |  |
| Total |  |  |  |

**Notes:**

**Assessment criteria and scoring**

Each of the below criteria will be scored 1 (minimal evidence/ not satisfactory) – 10 (excellent evidence / completely satisfactory) and the weighting shown below will then be applied.

**Candidate 3: (Name)**

|  |  |  |  |
| --- | --- | --- | --- |
| Assessment criteria  | Weighting (%) | Score (1-10) and comments | Weight x score |
| 1. The candidate has demonstrated appropriate experience of work with unlisted / Grade II /Grade II\* / Grade I listed / Major churches (see CBC guidance) | 20% |  |  |
| 2. The candidate has demonstrated a relevant level of accreditation, skills and professional development (as advised by DAC with regard to CBC guidance) including relevant experience of environmental matters | 30% |  |  |
| 3. Ability to work to the Diocesan Scheme and follow the CBC guidance | 10% |  |  |
| 3. Evidence of the production of quality reporting which is clear and concise | 10%  |  |  |
| 4. Communication skills | 10% |  |  |
| 5. Support from references  | 10% |  |  |
| 6. Clear and appropriate fee structure | 10% |  |  |
| Total |  |  |  |

**Notes:**