

Ythan Centre - Eilon		RISK REGISTER		DATE: FEBRUARY 2025			
RISK CATEGORIES		1-10 (LOW)	11-20 (MED)	21-30 (HIGH)			
RISK	RISK AREA - Describe the risk to be managed	Risk Ranking	Risk Management - How will the risk be managed	Risk Responsibility - Who is responsible for managing the risk	Monitoring		
<b>1. PLANNING &amp; STRATEGIC</b>							
1.1	Lack of awareness relating to running costs	2	We have gathered initial known costs from the Council, as well as costs that we know to expect from similar projects. This has enabled us to be prepared	Ops Manager	Costs reviewed with finance team, and reviewed monthly by Trustees		
1.2	Lack of awareness relating to permitted use	2	The building has permitted use 'class 10), which allows for places of worship. Any changes of use will be consulted via our team architect, we'll also engage with planner before any changes	Ops Manager	To be reviewed by the project team should there be any future changes considered for the site		
1.3	Health & Safety (Regulatory)	2	Any works carried out will be in line with any Health & Safety Requirement. Our project team will work with professionals to ensure that we operate safely and within the legal requirements	Ops Manager	To be covered at project team meetings (weekly)		
1.4	Lack of planning relating to community outreach activities	2	The Site Pastor and the core services team are very experienced in the planning of outreach programs. As a team, the programs are planned quarterly and annually against the church calendar.	Site Pastors & Core Support	Monitored quarterly at our Core Planning days.		
<b>2.0 Financial Risks</b>							
2.1	Not Securing Funding (Regular Giving)	5	The church has an established funding stream which is mostly via committed members of the church. We also have specific gift days, whereby people within the community are given the opportunity to give directly to the cost of the project. These gift days have always met the target or surpassed them. We also interact with various funders to bid for funding, this can be demonstrated by our recent levelling up grants which contributed to renovations at other buildings.	Ops Manager & Trustees & Finance Team	Finance team provide the Trustees with information relating to the giving on a monthly basis.		
2.2	Not Securing Funding (Grants)	11	Where possible, we will apply for grants to contribute to running costs and refurbishment costs. The outcome of applications is rarely known, however, we have a strong track record of being successful in achieving grants for our projects. We will never commit to a cost solely relying on 'unconfirmed grants', any grant funding needs to be confirmed in full before we commit to its implementation. Where funding is not successful, we will return to our main funding stream.	Ops Manager & Trustees & Finance Team / Transform	The person/ministry applying for funding will monitor the application and report back to the finance team and the Trustees		
2.3	Not realistically budgeting & forecasting	3	Not having a clear picture of costs, including clear forecasting will damage our ability to deliver our activities. To mitigate against this, we employ an accountant who will work with the Site Pastor and Ops Manager to deliver realistic budgets and forecasts. This information is delivered monthly to the Trustees	Ops Manager & Trustees & Finance Team / Transform	The accountant delivers monthly and annual reports to the Trustees		
<b>3.0 Community Relationships</b>							

3.1	Relationship with the wider community	3	<p>CCRC &amp; Catalyst Vineyard Church have experience in taking on a building from within the communities. Emotions can run high at points and there can be opposition for various reasons. We mitigate against this via various channels which include - Writing letters to neighbours, social media campaigns, open days . The Site Pastor plays a vital role in being available to engage with all feedback within the community. We try to communicate well at every stage, not only the practicalities of improvement works, but also the 'vision' behind the plans for benefit of the community.</p>	Ops Manager / Site Pastor / Project Team	We publish a phone and email address to the community, so that they can contact us. The Site Pastor and Project Team will then respond to incoming messages.		
3.2	Gathering Community Support	3	<p>The church community over over 1000 adults across Aberdeenshire is in favour of the local Ellon church in establishing a permanent home. Within the local Ellon community our Site Pastor and volunteers are actively engaging with the community to invite support for the transfer of the asset. We are speaking to local businesses and residents, posting feedback forms online, and inviting those who engage with our activities to give their feedback.</p>				