HEALTH BUSINESS PLAN 2023–2026

This Business Plan details the projects and activity undertaken in support of the Broxtowe Borough Council Corporate Plan priority of **HEALTH**.

The Corporate Plan prioritises local community needs and resources are directed toward the things they think are most important. These needs are aligned with other local, regional and national plans to ensure the ambitions set out in our Corporate Plan are realistic and achievable.

The Business Plan covers a three-year period but will be revised and updated annually. Detailed monitoring of progress against key tasks and outcome measures is undertaken regularly by General Management Team and reported to Members on a quarterly basis via Members Matters. Cabinet and Overview and Scrutiny Committee will also occasionally receive high level reports on progress against Corporate Plan priorities as required and as part of action planning, target setting and outturn reporting.

The Council's Vision for Broxtowe is 'a greener, safer, healthier Broxtowe where everyone prospers'.

The Council's Values are:

- Going the extra mile: a strong, caring focus on the needs of communities
- Ready for change: innovation and readiness for change
- Employees: value our employees and enable the active involvement of everyone
- Always improving: continuous improvement and delivering value for money
- Transparent: integrity and professional competence

The Council's Priorities and Objectives for Health are 'People in Broxtowe enjoy longer, active and healthy lives:

- Promote active and healthy lifestyles in every area of Broxtowe
- Come up with plans to renew our leisure facilities in Broxtowe Borough Council
- Support people to live well with dementia and support those who are lonely or have mental health problems

1. PUBLISHED STRATEGY AND POLICY DOCUMENTS SUPPORTING THE DELIVERY OF PRIORITIES AND OBJECTIVES

Strategy/Policy Document	Purpose of Document	Renewal Date	Responsible Officer/Contact
Corporate Plan	The Council's overarching plan for its priorities, targets and objectives. The plan sets out priorities to achieve the vision for 'A greener, safer, healthier Broxtowe where everyone prospers' with focus on the priorities of Housing, Business Growth, Community Safety, Health and Environment.	2024	Chief Executive
Business Strategy	 Deigned to ensure that the Council is: Lean and fit in its assets, systems and processes Customer focused in all its activities Commercially minded and financially viable Making best use of technology. 	Updated annually	Deputy Chief Executive
Medium Term Financial Strategy	The Council's key financial planning document. In detailing the financial implications of the Corporate Plan, the MTFS provides a reference point for corporate decision-making and helps to ensure that the Council can optimise the balance between its financial resources and the delivery of its priorities. The MTFS informs the annual budget-setting process, ensuring that each year's budget is considered within the context of the Council's ongoing sustainability over the entirety of the planning period.	Updated annually	Deputy Chief Executive Head of Finance Services
Capital Strategy	An overarching summary document which encompasses all capital and treasury activity including the capital programme, financing planning, accounting policies and asset management.	Updated annually	Deputy Chief Executive Head of Finance Services

Strategy/Policy Document	Renewal Date	Responsible Officer/Contact	
Broxtowe Borough Partnership Statement of Common Purpose 2018-2020	As required	Chief Executive	
Towards a Smoke Free Generation – 5-year Tobacco Control Plan for England	To assist in achieving a smoking prevalence of 5% or below.	2022 - Delayed	Dept. of Health
Nottinghamshire Health and Wellbeing Strategy 2022-26	To bring about improvements in the health and wellbeing of all residents in the county.	2026	Chair of Nottinghamshire Health and Wellbeing Board
Broxtowe Housing Strategy 2020-2024	Sets out the strategic direction for housing services provided by Broxtowe Borough Council	2024	Head of Housing
Armed Forces Covenant	As required	Chief Communities Officer	
Broxtowe Disabled Facilities Grant Policy	Details the Council's approach to dealing with Disabled Facilities Grants	June 2023	Chief Environmental Health Officer
Get Active Delivery Plan (Liberty Leisure Limited)	Reviewed annually from March 2023.	Managing Director Liberty Leisure	

Strategy/Policy Document	Purpose of Document	Renewal Date	Responsible Officer/Contact
Culture and Events Strategy	Events strategy document providing a framework for delivering events	2023- 2026 (New Strategy to be developed)	Communications, Cultural and Civic Services Manager Cultural Services Manager
D. H. Lawrence Birthplace Museum Forward Plan	A strategic document that is a statutory requirement for Arts Council England Museum Accreditation.	2024	Communications, Cultural and Civic Services Manager Cultural Services Manager
Climate Change and Green Futures Programme	A strategic document detailing actions that aim to reduce the Council's carbon footprint to net zero by 2027 and outlines how the Council will influence, encourage and assist households, businesses and schools within the Borough to achieve the same goal.	Reviewed regularly by working group	Executive Director

2. SERVICE LEVEL OBJECTIVES LINKED TO CORPORATE OBJECTIVES

Objective (He1) – Promote healthy and active life styles in every area of Broxtowe

Liberty Leisure Limited

- Get Active Strategy
 - Improve activity of adults in Broxtowe by providing opportunities
 - Promote health benefits of an active lifestyle
 - Provide motivation and support to enable people to be active

Objective (He2) – Come up with plans to renew our leisure facilities in Borough Council

Deputy Chief Executive

- Deputy Chief Executive
 - Development of a new Leisure Facilities Strategy

Objective (He3) – Support people to live well with dementia and those who are lonely or have mental health problems

Public Protection

- Communities
 - Deliver Action Plans for Health and Older People, Children and Young People, Mental Health (including Dementia), and Child Poverty to address inequality and improve the lives of people living and working in the Borough
 - Support resident representation in the community planning process
 - Work with all sections of the Council to ensure the mainstreaming of work of address the needs of people with mental health issues
 - Promote and raise awareness of appropriate helplines and websites to help people to find the nearest mental health support / service in their area and also to find support for whatever may be the cause of the mental health issue
- Private Sector Housing
 - Make Dementia Grants available as part of the Disabled Facilities Grants Policy

Housing

- Independent Living
 - Provision of I-Plan for Council tenants in Independent Living dwellings which includes references to mental health, isolation and loneliness.
 - Deliver activities and support tenants to organise their own by way of Activities Coordinators working in our Independent Living Schemes
- Homelessness and Housing Advice
 - Provide added support to rough sleepers with mental health or substance misuse issues to access housing and support through the "Navigator" services provided through the DLUHC Rough Sleeper Initiative funding

Communications, Cultural and Civic Services

- Events and Museums
 - To develop and deliver an events programme across the Borough.
 - To promote the D.H Birthplace Lawrence Museum as place of interest in the Borough.
 - To promote the rich culture of the Borough.

3. MEASURES OF PERFORMANCE AND SERVICE DATA

Context – Baseline Service Data

Service Data Description (Pentana Code)	Actual 2019	Actual 2020	Actual 2021	Comments including benchmarking data
Smoking Prevalence (% of adults aged 18 and over) (ComS_063)	10.5% TBC	14.6% TBC	18% TBC	Data as yet unconfirmed
Estimated dementia diagnosis rate for those over 65 (ComS_094)	79.6%	68.7%	68.7%	2019/20 data is for Broxtowe 2020/21 data is for Nottingham and Nottinghamshire Both Compare well with national goal of 66.7%
Adults classed overweight or obese % (ComS_095)	Not yet available	Not yet available	Not yet available	Last data released 2017/18 64.5% which was higher than the figure for England (62.0%)
Women smoking during pregnancy % (ComS_096)	Not yet available	Not yet available	Not yet available	2018/19 data was higher than the figure for England (10.6%) but lower than the regional figure (14.0%) Last data available 2018 = 12.4%
(Health) Deprivation score for the Borough (ComS_H01)	14.2	Not yet available	Not yet available	IMD data is reported every 3-4 years. Next update likely to be 2024/ 2025 at the earliest.
Food complaints/service requests (ComS_041)	172	377	238	Increase in requests regarding changes in business operating models. Excludes most enquiries regarding changes in operating rules due to volume of contact and proactive communications to businesses.
Infectious disease notifications investigated (ComS_042)	28	17	12	Excludes notifications of COVID-19 cases and outbreaks.
Pollution complaints (including noise) (ComS_047)	475	671	669	Increase in service requests due to people being impacted during stay at home restrictions.

Service Data Description (Pentana Code)	Actual 2019	Actual 2020	Actual 2021	Comments including benchmarking data
High risk licensed premises where there is a change of Premises Supervisor (ComS_087a)	e of open		Businesses had restricted opening in 2020/21 due to COVID-19.	
High risk licensed premises visited where there is a change of Premises Supervisor (ComS_087b)	9	15	3	Businesses had restricted opening in 2020/21 due to COVID-19. Visit made to check compliance with COVID-19 regulations after July 2020.
Percentage of Inactive Adults in Broxtowe (LLLocal_G09)	19.5%	25.3%	Not yet available	Data from Sport England Active Lives Strategy annual 'Active Lives Strategy'

CRITICAL SUCCESS INDICATORS (CSI)

Priority leaders should work corporately to **define** the **outcome objective** for each priority area and **identify an outcome indicator** or indicators which will be **Critical Success Indicators**. There will be a maximum of two CSI for each corporate priority.

Promote healthy and active life styles in every area of Broxtowe (He1)

Indicator Description (Pentana Code)	Achieved 2019/20	Achieved 2020/21	Achieved 2021/22	Target 2022/23	Target 2023/24	Future Years	Indicator Owner and Comments (incl. benchmarking)
Inactive Adults in Broxtowe Borough % (LLLocal_G09)	19.5%**	25.3%	24.7%	20%	20%	20%	Data from the annual Sport England 'Active Lives Survey' *Reported October 2019 **Reported October 2020
Air Quality – number of NO ₂ diffusion tube samples with annual mean reading at or below 40 micrograms m ⁻³ (ComS_090)	40 (100%)	40 (100%)	40 (100%)	40 (100%)	45 (100%)	45 (100%)	Chief Environmental Health Officer Annual figure. Further tubes added in January 2022.

Come up with plans to renew our leisure facilities in Broxtowe Borough Council (He2)

Indicator Description	Achieved 2017/18	Achieved	Achieved	Target	Target	Future	Indicator Owner and Comments
(Pentana Code)		2018/19	2019/20	2020/21	2021/22	Years	(incl. benchmarking)
See Key Tasks	-	-	-	-	-	-	This is a key task

Support people to live well with dementia and support those who are lonely or who have mental health problems (He3)

Indicator Description (Pentana Code)	Achieved 2019/20	Achieved 2020/21	Achieved 2021/22	Target 2021/22	Target 2023/24	Future Years	Indicator Owner and Comments (incl. benchmarking)
Dementia friends trained (ComS_091)	90	0	10	90	90	90	Chief Communities Officer Training of Dementia Friends in 2020/1 was been suspended due to COVID-19. Officer deployed to other duties during the pandemic. Work is underway to enable staff and members to train as dementia friends through BLZ.
Personal wellbeing score (Life Satisfaction) for the borough (out of 10) from Office of National Statistics (ComS_092)	7.9	7.3	n/a	7.5	7.9	8.0	Chief Communities Officer This data measures how satisfied people are with their life overall where "0" is not at all satisfied and "10" is completely satisfied. A drop in wellbeing was seen during the pandemic. Date not yet available for 2021/22

OTHER PERFORMANCE INDICATORS

Priority leaders also identified two further sets of performance indicators namely **Key Performance Indicators (KPI)** for reporting to GMT and Members and **Management Performance Indicators (MPI)** for use in business planning and performance monitoring at a service level.

Key Performance Indicators (KPI)

Indicator Description (Pentana Code)	Achieved 2019/20	Achieved 2020/21	Achieved 2021/22	Target 2022/23	Target 2023/24	Future Years	Indicator Owner and Comments (incl. benchmarking)
Food - Respond to specific	172	377	238	-	-	-	Chief Environmental Health Officer
complaints about practices procedures and conditions which may prejudice health in the short	97%	100%	93%	100%	100%	100%	Selection of 1, 3 and 5 days responses depending on risk to public health. Figures not set as a target, just response rate.
term within 1 working day of receipt, and non-urgent complaints/ requests for advice							Cases of COVID-19 linked to premises/work activities were recorded separately.
within 5 working days of receipt.							Continued significant increase in food
(ComS_041 – number of) and (ComS_050 – (%)							service requests including export certificates. Team still dealing with COVID response and backlog in food hygiene inspections.
Infectious Disease - Respond to	28	17	12	-	-	-	Chief Environmental Health Officer
notifications within 1 working day and requests for advice and information as soon as	100%	100%	100%	100%	100%	100%	Investigated in relation to public health significance. Approach to responses aligned within the whole county.
practicable within 5 working days of receipt.							Figures not set as a target, just response rate.
(ComS_042 – number of) and (ComS_051 – (%)							Cases of COVID-19 linked to premises/work activities were recorded separately.

Indicator Description	Achieved	Achieved	Achieved	Target	Target	Future	Indicator Owner and Comments
(Pentana Code)	2019/20	2020/21	2021/22	2022/23	2023/24	Years	(incl. benchmarking)
Air Quality - Inspect authorised/ permitted polluting processes due for inspection in accordance with a pre-planned programme based on risk (ComS_055)	100%	100%	86%	100%	100%	100%	 Chief Environmental Health Officer All undertaken in second half of year. In line with DEFRA guidance inspections and review were undertaken by written and remote means rather than on-site inspections. Onsite inspections will likely be re-instated in 2021-2022. 1 inspection delayed due to changes on site requiring inspection. Pollution saw continued increase in service requests and a vacant post due to difficulty in recruitment.

Management Performance Indicators (MPI)

Indicator Description (Pentana Code)	Achieved 2019/20	Achieved 2020/21	Achieved 2021/22	Target 2022/23	Target 2023/24	Future Years	Indicator Owner and Comments (incl. benchmarking)
Public Health - Requests for service responded to within five working days/or identified response time % (Coms_056)	99%	99%	99%	100%	100%	100%	Chief Environmental Health Officer
Public Health - Consultations responded to within 10 working days % (ComS_57)	94%	93%	96%	100%	100%	100%	Chief Environmental Health Officer Significant increase in service requests due to people staying and working at home during the COVID-19 pandemic and being impacted by other peoples activities.
Subsidy per visit -Events (CCCSLocal_E01)	£5.98	No Data	£13.03	£4.25	£4.25	TBC	2020/21 – No accurate data due to financial support from Coronavirus Job Retention Scheme and no events taking place during the period. Future targets to be established as part of new Forward Plan

Indicator Description (Pentana Code)	Achieved 2019/20	Achieved 2020/21	Achieved 2021/22	Target 2022/23	Target 2023/24	Future Years	Indicator Owner and Comments (incl. benchmarking)
Subsidy per visit -Museum	£42.03	No Data	£118*	£44.24	£31.82	TBC	* Figures November 2021 – March 2022)
(CCCSLocal_H02)							2020/21 – No accurate data due to financial support from Coronavirus Job Retention Scheme and museum closure during the period.
							Future targets to be established as part of new Forward Plan

4. KEY TASKS AND PRIORITIES FOR IMPROVEMENT 2023/24 - 2025/26 INCLUDING COMMERCIAL ACTIVITIES

Priority leaders are asked to consider potential **commercial activities** in their priority areas when setting the key tasks and priorities for the next three years. In doing so priority leaders should consider:

- In which service areas could new commercial activities be undertaken?
- How much additional income could be generated from the new commercial activities?
- Would additional resources (employees, equipment, systems etc.) be needed to undertake the new commercial activities? If yes, outline these with estimates of costs.
- How will these new commercial activities link into the Council's Medium Term Financial Strategy, Capital Programme, Business Strategy and Commercial Strategy?
- Will the new commercial activities affect existing Revenue and Capital budgets? If yes, then remember to include the net income or costs to Section 5 'Link Key Tasks and Priorities for Improvement to the Financial Budgets'.
- Please identify new 'commercial activities' in the comments column.

Action (Pentana Code)	Targeted Outcome	Partnership / Procurement Arrangement	Officers Responsible / Target Date	Budget Implications / Efficiencies / Other comments
Monitor and update Health and Older People Partnership Action Plan COMS2124_04	Improvement in the health and wellbeing (including mental health) of people in the borough, particularly older people	Agencies working as part of Broxtowe Partnership	Communities Officer (Health) 2023	Plan within existing resources and budgets Provision of free meeting rooms for smoking cessation clinics and BWP The plan draws in approx. £3,500 in grants and in kind contributions from partners

Action (Pentana Code)	Targeted Outcome	Partnership / Procurement Arrangement	Officers Responsible / Target Date	Budget Implications / Efficiencies / Other comments
Monitor and update Dementia Partnership Action Plan COMS2225_01	Improved awareness of issues surrounding dementia and better access to support for those with dementia and their carers / families	County Council / Voluntary Sector / Health	Communities Officer (Health) 2024	Within existing resources and budgets
Monitor and update Child Poverty Action Plan COMS2124_06	Reduction of child poverty levels in the borough	Broxtowe BC Departments	Communities Officer (Children & Young People) 2024	Within existing departmental resources and budgets
Monitor and update Children and Young Persons Partnership Action Plan COMS2225_02	Improvement in the wellbeing of people in the borough, particularly children and young people	Agencies working as part of Broxtowe Partnership	Communities Officer (Children &Young People) 2024	Within existing resources and budgets The plan draws in approx. £4,000 in in kind contributions from partners
Monitor and Update Mental Health Action Plan COMS2124_08	Improvements in the Mental Health and wellbeing of people In the Borough.	Agencies working as part of Broxtowe Partnership	Communities Officer (Health) 2024	Within existing resources and budgets

Action (Pentana Code)	Targeted Outcome	Partnership / Procurement Arrangement	Officers Responsible / Target Date	Budget Implications / Efficiencies / Other comments
Deliver Healthy Exercise and Food programmes during school holidays COMS2225_03	Ensuring children and young people eligible for free school meals are fed nutritional hot meals and have access to physical and creative activities during school holidays	Transform Training Eastwood Football Club Premier Pulp Friction YMCA	Chief Communities Officer Communities Officer (Children &Young People) Ongoing until further notice	10% of grant spend can be claimed as admin fee
Work with Liberty Leisure Limited to develop and implement a Leisure Facility Strategy BBC2022b	Develop a financial model for identified new facilities To have a strategy that details maintaining the provision of 3 leisure facilities with a costed timetable to replace two of the existing facilities	Leisure Consultants Liberty Leisure Ltd	BBC Deputy Chief Executive Managing Director	Budget implications will be determined on completion of the Leisure Facilities strategy
Continue to deliver the exercise referral scheme LL2023_G08	Provide a sustainable supported referral opportunity for people with medical needs who will benefit from exercise	Primary Care Network (PCN) Social Prescribers Public Health –ABL Community Health / Physio workers PICS respiratory services	Managing Director Start: April 2022 End: March 2024	Sustainable referral scheme provided by Liberty Leisure Limited at zero net cost.

Action (Pentana Code)	Targeted Outcome	Partnership / Procurement Arrangement	Officers Responsible / Target Date	Budget Implications / Efficiencies / Other comments
Develop and deliver the Culture and Events Strategy 2023-26 CCCS2326_E01 (New)	Increase the number of local people accessing a cultural service.	Broxtowe Borough Council Parish Councils Hemlock Jubilee Committee	Communications, Cultural and Civic Services Manager Cultural Services Manager April 2023 to March 2026	New strategy needs to be developed for 2023-2026 now Cultural Services has transferred back in house.
Deliver Museum Strategy and Forward Plan CCCS2326_H01 (New)	Increase the number of local people accessing the museum	The D.H. Lawrence Society University of Nottingham Broxtowe Borough Council	Communications, Cultural and Civic Services Manager Cultural Services Manager April 2023 to March 2026	New forward plan needs to be developed now Cultural Services has transferred back in house.

5. LINK KEY TASKS AND PRIORITIES FOR IMPROVEMENT TO THE FINANCIAL BUDGETS

Priority leaders should ensure that key tasks and priorities (including commercial activities) that have a financial implication are included in the analysis below.

Revenue and Capital Budget Implications/Efficiencies Generated	Pentana Action Code	2023/24 Budget £	2024/25 Budget £	2025/26 Budget £
Budget Implications				
Additional agency costs are likely to be incurred in the light of failures to recruit to senior EHO and Pollution officer posts. *Cost of £50,000 to £100,000 offset by vacancy in established posts	-	£50,000 to £100,000 *	-	-
Efficiencies Generated				
Non-cashable efficiencies are likely to be generated by increasing the use of the Capita licensing software system to reduce the need for manual inputs. These are not likely to be sufficient to require reductions in staffing.	-	-	-	-
New business/increased income				
Increases to charges in licensing and environmental health fees are difficult to justify in the light of the challenges businesses face relating to increases in fuel and energy costs	-	-	-	-
Net Change in Revenue Budgets	Note	£50,000	0	0

* Budget implications to be considered and confirmed once external grants and partner contributions are confirmed.

6. SUMMARY OF KEY RISKS

Priority leaders have identified three strategic risks for the Business area and ensured that these are considered in the Council's Strategic Risk Register.

Key Strategic Risk	Action to be taken or required to mitigate/minimise the risk or threat
Failure of Strategic Leisure Initiatives	See Strategic Risk Register (4)
Failure of the Liberty Leisure Limited Trading Company	See Strategic Risk Register (5)
Failure to comply with duty as a service provider and employer to groups such as children, the elderly, vulnerable adults etc.	See Strategic Risk Register (21)
Failure to maintain strong relationships with partners	See Strategic Risk Register (2, 12) Sustain capacity within officer posts to maintain relationships

The top five risks (strategic or operational) arising from the key tasks and priorities for improvement have also been identified. As part of the project planning process for each key task detailed risk analyses will be undertaken and mitigation actions identified. It is anticipated that there will be 'common themes' identified that are covered by Strategic Risks.

Key Task	Risk or Threat to Key Task	Covered by an existing Strategic Risk?	Action to be taken/required to mitigate/minimise the risk or threat
Monitor and update Child Poverty Action Plan COMS2124_06	Failure to identify adequate resources internally or externally to address issues around child poverty	Yes – Risk 2 and 12 (see below)	Prioritisation of task within all depts. Appropriate staffing levels maintained
Monitor and update Dementia Action Plan COMS2225_01	Failure to identify adequate resources internally or externally to address people living with dementia.	Yes – Risk 2 and 12	Prioritisation of task Appropriate staffing levels maintained Ensure action plans reflect the aims of all partners
Monitor and update Health and Older People Partnership Action Plan COMS2124_04	Failure to identify adequate resources internally or externally to address people living with Health issues and loneliness.	Yes – Risk 2 and 12	Prioritisation of task Appropriate staffing levels maintained Ensure action plans reflect the aims of all partners

Key Task	Risk or Threat to Key Task	Covered by an existing Strategic Risk?	Action to be taken/required to mitigate/minimise the risk or threat
Monitor and Update Mental Health Action Plan COMS2124_08	Failure to identify adequate resources internally or externally to address people living with mental health issues.	Yes – Risk 2 and 12	Prioritisation of task Appropriate staffing levels maintained Ensure action plans reflect the aims of all partners
Produce DEFRA Annual Air Quality Status Report COMS2225_05	Inadequate resources to undertake monitoring and reporting duties	Yes – Risk 2 and 7	Prioritisation of task Appropriate staffing levels maintained
Monitor and update Children and Young Persons Partnership Action Plan COMS2225_02	Failure to identify adequate resources internally or externally to address Children and Young Peoples issues.	Yes – Risk 2 and 12	Prioritisation of task Appropriate staffing levels maintained Ensure action plans reflect the aims of all partners
Work with Liberty Leisure Limited to develop and implement a Leisure Facility Strategy BBC2022b	Business plans for proposed new facilities do not provide the financial changes required to sufficiently fund any proposed developments.	Yes - Risk 2, 4 and 5	Potential to review alternative facility improvement options by developing existing sites
	Liberty Leisure Limited are unable to reduce the management fee to meet Council requirements risking the retention of the existing services.		
Delivery of Culture and Events Strategy 2023 - 2026 CCCS2326_E01 (New)	Loss of local and national heritage. Reduced community events.	Yes – Risk 20	Review of pay scales; use of market supplements; more use of apprenticeships to grow our own skills; training, development and succession planning
Delivery of Museum Forward Plan CCCS2326_H01 (New)	Loss of local and national heritage. Reduced community events.	Yes – Risk 20	Review of pay scales; use of market supplements; more use of apprenticeships to grow our own skills; training, development and succession planning

Risks as extracted from the Strategic Risk Register as at November 2022:

Risk 2: Failure to obtain adequate resources to achieve service objectives

Risk 4: Failure of strategic leisure initiatives

Risk 5: Failure of the Liberty Leisure Limited trading company

Risk 7: Not complying with legislation

- **Risk 12**: Failure to engage with partners/community to implement the Broxtowe Borough Partnership Statement of Common Purpose
- **Risk 20**: Inability to recruit and retain staff with required skills and expertise to meet increasing demands and expectations

The latest Strategic Risk Register is available in full at https://intranet.broxtowe.gov.uk/finance/risk-management/