



Navigate HR.
HR solutions and
peace of mind.

“As an SME in Engineering, we can't justify a fulltime HR expert to help us through the minefield of employment law. We have found Navigate HR from Endeavour useful to help make sure we come to the right decisions quickly and effectively, which helps us manage risk for the benefit of the company and all our staff.”

Graham Ives
Projects Director at ITS

Introducing Navigate HR

Navigate HR is the pathway to your employment law solution.

Business is personal, and Endeavour Partnership's employment department can be entrusted to advise and represent your business on all aspects of employment law and HR best practice.

What is Navigate HR?

Navigate HR is a HR and employment law support service developed by Endeavour Partnership specifically for small and medium-sized businesses. Whether your business has no in-house HR function at all, or whether your HR team is looking for extra support and peace of mind, Navigate HR can help.

Navigate HR has three elements: Helpline, Review and Update

Helpline

Our employment team are just a phone call away, ready to provide you with the solution to your HR question.

The aim of Helpline is to give support on day to day queries.

Our lawyers will give prompt, pragmatic advice and practical guidance on any day-to-day employment law or HR-related issues.

Issues may include:

- Absence management
- Bullying and harassment
- Contracts
- Data protection and GDPR
- Disciplinary and grievances
- Discrimination
- Dismissals
- Holidays
- Maternity and other family rights
- Part time and flexible working
- Performance management
- Redundancy and re-organisation
- Sickness
- TUPE
- Whistleblowing
- Working Time

The aim of Helpline is to give support on day to day queries rather than on ongoing large or complex projects such as restructures, or Employment Tribunal claims. Neither is Helpline intended to cover the preparation of bespoke legal documents or detailed written legal advice. While we would always be happy to help you with those matters, they would fall outside the scope of Helpline.

We will introduce you to a dedicated named contact and provide direct dial and email contact details for all team members. We will also provide emergency contact details, should urgent help be needed outside normal office hours.

What are the costs?

Helpline costs from £350 plus VAT per month. We will agree a monthly cost with you which reflects the size of your business and the number of employees you have. If you prefer you may fix the monthly cost for 12 months or alternatively, we can review it with you every three months and adjust it up or down so that it "tracks" your usage.

We'll keep your business up to date with significant law updates.

Review

It's essential the policies and procedures you implement are regularly audited to ensure they are the best for your business.

Under the Navigate HR Review we will carry out a free health check of your standard employment contracts, policies and procedures. If any remedial work is needed – perhaps as a result of changes in law or best practice – we will carry out that work for a fixed fee which we will agree with you up front.

We do not ask you to subscribe to standard documentation; we will work with your current documents or provide new ones which are tailored to your business's specific needs.

Update

Keep your employment documents up to scratch with a regular, annual review and update following any changes to the law.

Once your documentation and policies are up to speed you can take advantage of Navigate HR Update.

Under Navigate HR Update we will review your organisation's employment contracts, staff handbooks and other HR policies on an annual basis and update them to reflect any changes in the law giving you peace of mind that when you need it, your employment documentation will be ready to go.

Navigate HR Update costs from £350 plus VAT per year. Again, we will agree a cost with you which reflects the amount and complexity of the employment documents you want or need.

What if Navigate HR is not for my business?

Navigate HR is fully customisable. If what is set out above isn't exactly what you need, then we can change it to suit you. We can add and remove elements and increase or decrease the level of support provided. We can design a service to suit your budget. In addition, we can also discuss with you the other type of services we offer.

What's next?

For further information about Navigate HR, to discuss pricing or to ask us to put together a support package which is right for your business, please contact us at:

| NavigateHR@endeavour.law

Once you've made contact, a member of our team would be pleased to arrange an initial face to face meeting to get to know you and your business.

During this meeting we would get to know your current systems and structures, gain an understanding of the variety and size of your workforce, the HR challenges you may face and discuss your future ambitions and projects.

Meet the team

For further information about Navigate HR, or to put together a support package which is right for your business, please contact a member of our team.



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