

## **Explanatory notes to accompany the Law Licence**

### **Effective from November 2008**

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## **Definition of Professional Employee in relation to licence fee calculation**

The fee your firm pays for your CLA licence is determined by the number of Professional Employees you have. As for the previous CLA Law Licence and the current CLA Business Licence, the number of Professional Employees is primarily determined by the number of lawyers in your firm but should also include staff engaged in work that is predominantly intellectual and varied in character, for example: accountants, human resource specialists, finance professionals and marketing/communication managers. The calculation should not include staff involved in routine mental, manual or pc based work. Our experience is that the majority of law firms will submit a professional employee number, which on average is the number of lawyers within the firm, +15% to cover additional professional employees within the organisation. We are well aware that proportions of lawyers to other professional staff vary widely between law firms and if you are unsure whether or not to include categories of staff who are not lawyers please do not hesitate to contact Andrew Greenan, Business Development Manager for Law.

## **Reporting and Distribution**

The annual licence fee your firm pays to CLA is (after deduction of CLA's costs) distributed to the relevant authors, artists and publishers.

CLA uses a number of means to distribute the licence fee as fairly as is practically possible without imposing an undue burden of reporting on licensees. From time to time, but no more than once a year under the terms of the Licence and, in practice, no more than once every three or more years, your firm may be asked to take part in a CLA sample survey. This involves your providing CLA with information about the publications available for copying in your firm and the number of photocopies and digital copies you have stored in project databases or case files, or have supplied on an ad hoc basis to colleagues or to clients during the period of the survey. (You will not be required to provide information about specific titles or articles.) All information collected by CLA in this way is treated in confidence.

## **Further Help**

If you have any further questions about the new CLA Law Licence please refer to [www.cla.co.uk](http://www.cla.co.uk) in the first instance, or contact CLA's Customer Service Department for advice on 020 7400 3100.