



Step-by-step guide for using the monitoring fee calculator

The calculator comprises three tabs – 'Introduction', 'Inputs and Outputs' and 'Financial Model'. You do not need to engage with the 'Financial Model' tab; and all the steps below relate to the 'Inputs and Outputs' tab.

Please note that cells coloured grey need to be filled in by you to reflect your local context. Cells that are coloured blue contain assumptions which you can change if you want to do so.

Step 1: Inputting LPA employee assumptions

The calculator allows you to include the time requirements for up to 4 LPA employees and a Consultant. These are shown in the four boxes in rows 9-19.

Above each of these boxes there is a grey cell showing the job role of the employee the box relates to. You can change the job role by clicking in the grey cell, then clicking the arrow that appears, and then selecting the most appropriate job role from the drop-down list. Please note, you can use as many or as few of the boxes as you want – if you are not using a box, input '0' into each of the grey rows.

Each of the boxes contains four rows:

1. Time required (reporting year): Input the number of hours you expect the employee to spend focusing on the monitoring site in a year when there is reporting
2. Time required (non-reporting year): Input the number of hours you expect the employee to spend focusing on the monitoring site in a year when reporting is not required
3. Employee gross salary: Input the gross salary of the employee (this is the salary before any deductions e.g. tax, are taken out)
4. Full cost to the LPA: You do not need to do anything on this row. This row reflects additional costs that an LPA has for each employees, including costs associated with pensions, national insurance, computer equipment, management time, etc. (You can change this assumption in row 26)

Step 2: Input consultant assumptions

If you do not use a consultant, input '0' into each of the grey rows in rows 22-24

If you do use a consultant, fill in each of the grey boxes to reflect your context.

Step 3: Review the other assumptions (in blue, from row 26)

Rows 26-29: We have inputted assumptions that we think are sensible. You can see the rationale for each in column E. Feel free to change these if your assumptions are different.

Rows 31-32: We have assumed reporting takes place in years 2, 3, 5, 10, 15, 20, 25 and 30. You can change this by using the drop-down boxes in row 32 to change the “Yes” to “No” or vice-versa. Click on the “Yes” or the “No” to see the drop-down arrow. You will need to scroll to the right to see all 30 years.

Row 34: As well as Habitat Monitoring, LPAs may also need to assess management plans at assessment stage and then updates to this plan at intervals across the 30 years (e.g. every 5 years). For simplicity, we calculate this as a % of the habitat monitoring fee. The default assumption is that assessing the management plan costs 10% of the total habitat monitoring fee.

Step 4: See the calculated cost

Row 41, column C shows the total cost to the LPA based on the assumptions you have inputted. By total cost, we mean the amount in today’s money required to cover costs over 30 years, taking into account inflation and assuming a single upfront payment.