

Property Registration Authority
Annual Report 2013



An tÚdarás Clárúcháin Maoine
The Property Registration Authority

Our Mission

To promote and safeguard the legal, societal and economic framework of property ownership in Ireland.

This will be achieved by maintaining and extending a comprehensive and reliable system of registration of title, which secures property rights and facilitates property transactions.

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The Role of the Property Registration Authority

The Property Registration Authority (PRA) was established on 4th November 2006. The key contributions of the PRA to the Irish economy are to provide a register of title to land and to guarantee security for those dealing with property.

We have now reached a position where over 95% of the total land mass, comprising almost 88% of the titles in Ireland, is registered in the Land Registry. The system of recording deeds, in respect of the remaining titles, operated by the Registry of Deeds, while still functioning effectively and efficiently, is gradually reducing and will, ultimately, be of interest primarily to historians and genealogists.

Security of title is the cornerstone of the services which the PRA provides and the systems of "Title Registration" and the "Register of Deeds", as described above, collectively provide a comprehensive record of property transactions.

Following the enactment of the Registration of Deeds and Title Act 2006, both systems are under the control of the Property Registration Authority. The Authority has a statutory remit to complete the Irish land register leading to a single system of title registration supportive of Government policies on land administration, including electronic registration, electronic conveyancing and the emerging Irish Spatial Data Infrastructure.

The principal functions of the PRA are to:

1. Provide and maintain a system of registration of Titles and Deeds in accordance with the relevant legislation
2. Promote and extend the registration of ownership to land
3. Deal with applications under Part 3 of the Landlord and Tenant (Ground Rents) (No. 2)) Act, 1978
4. Keep the Minister for Justice and Equality informed of progress in relation to the registration of ownership to land and to assist him or her in the development of policy in relation to such registration
5. Provide reliable and comprehensive information and certification services
6. Maintain financial viability.

Mission and Values

The Mission of the Property Registration Authority is:

To promote and safeguard the legal, societal and economic framework of property ownership in Ireland.

This will be achieved by maintaining and extending a comprehensive and reliable system of registration of title, which secures property rights and facilitates property transactions.

The PRA conducts its business adhering to the following values:

Service to our Customers

The PRA is committed to providing its customers with an excellent service which is readily accessible through a variety of channels.

Public Interest

The PRA carries out its functions in the public interest in an open and transparent manner.

Commitment to Staff

The PRA values the dedication of its staff and endeavours to support them in delivering a high quality service to its customers and in developing fulfilling careers within the organisation.

Governance and value for money

The PRA is committed to compliance with good governance, probity and conducting its business in a cost effective manner.

Consultation

The PRA actively engages in consultation with its stakeholders in the ongoing development and delivery of its services.



Members of the Property Registration Authority during 2013

THE PROPERTY REGISTRATION AUTHORITY



John T. Coleman

Chairperson

John is a former President and CEO of Bose Corporation and has extensive knowledge of private sector organisations.



Frank Branigan

Frank is a member of staff of the PRA and is the Staff Representative on the Authority.



Denis A. Byrne

Denis is a Practising Tax Consultant.



Seamus Carroll

Seamus is a Principal Officer in the Department of Justice and Equality.



Deirdre Fox

Deirdre is a Practising Solicitor (Deirdre Fox and Associates) nominated by the Law Society of Ireland.



Michael Kelly

Michael is a former Securities Policy Manager for the AIB and former member of the Irish Mortgage Council's Legal & Conveyancing Committee.



Paul McSweeney

Paul is CEO of the Local Government Management Agency.



Teresa Pilkington

Teresa is a Practising Barrister nominated by the Bar Council of Ireland.



Peter Savage

Peter is an elected member of Louth County Council.



Roderick Tyrrell

Roderick is a Practising Solicitor (Tyrrell Solicitors).



Una Woods

Una is a lecturer, School of Law, University of Limerick.

Note: The four year term of office of Seamus Carroll, Michael Kelly, Peter Savage and Roderick Tyrrell ended on the 29th November and these four positions remained vacant at 31st December 2013.





Senior Management Team and Legal Team

SENIOR MANAGEMENT TEAM

							
Frank Treacy	Shay Arthur	Ray Duffy	Fergus Hayden	Brian Kelly	Greg McDermott	Aileen McHugh	James O'Boyle
Interim Chief Executive	Mapping Advisor (retired in October 2013)	Corporate Services Manager	Deputy Registrar (Legal)	Deputy Registrar (Legal)	Deputy Registrar (Corporate Affairs)	Human Resources Manager	Financial Controller

Note: The position of Mapping Advisor remained vacant at 31st December 2013.

LEGAL SERVICES DIVISION

						
John Cahill	Gerry Collins	Paul Doyle	Ann Fetton	John Murphy	John O'Shea	Liz Pope
Chief Examiner of Titles	Examiner of Titles	Chief Examiner of Titles	Examiner of Titles	Examiner of Titles	Examiner of Titles	Examiner of Titles



Foreword by the Chairperson



John T. Coleman
Chairperson

On behalf of the Property Registration Authority (PRA) I am pleased to introduce the Annual Report for 2013.

This report contains a detailed account of the progress that has been made under our new Strategic Plan for 2013 -2015 which was approved by the Minister for Justice and Equality in December 2012.

During 2013 the PRA actively implemented the strategies and objectives set out in the Plan. The 'Completion of the Irish Land Register' remained a key objective for the PRA during 2013, and the ongoing growth of the Land Register reflects in part the contribution from the Compulsory First Registration programme, with over 2.1 million folios now opened in the Land Registry.

The continued development of the PRA's eRegistration services, in consultation with our main stakeholders, shows the PRA's commitment to eGovernment. Phase 2 of our eRegistration programme went live in 2013. This new service, which builds on the successful eDischarges and eCharging Orders facility, allows for the electronic generation of deeds of transfer, secure exchange of documents, electronic payment of fees and electronic notifications. Further developments, in consultation with our stakeholders are planned for 2014. I would like to congratulate all those involved in progressing the PRA's electronic registration initiatives.

The provision of efficient and effective service to our customers remained a high priority throughout the year, and this report contains a detailed account of the level of activity and turnaround times of casework processing in 2013. Following the PRA's public sector outreach programme in 2012 to raise awareness of the value of Land Registry spatial data, a Spatial Information Unit was established during 2013. This report contains details of the data provided to our external customers since the Unit was established. The success of landdirect.ie service for both the professional users and the general public can be seen from the level of usage of this service with over 3 million online transactions processed through the landdirect.ie portal during 2013.

The PRA remains committed to the highest standards of corporate governance and in ensuring that the principles of value for money are applied throughout the organisation.

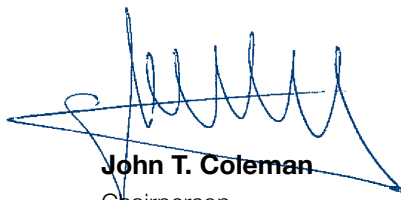
A Project Board, chaired by Deirdre O'Keeffe from the Department of Justice and Equality, was established during 2013 to oversee the merger of the PRA, the Valuation Office and Ordnance Survey Ireland, following the announcement of the merger by Government in October 2012. The Project Board includes the CEOs of the three organisations and representatives from the organisations parent Departments, (Justice and Equality, Public Expenditure and Reform, Communications, Energy and Natural Resources). John O'Sullivan, Commissioner of Valuation was appointed CEO Designate of the Merged Body in July 2013 and he was given the responsibility for driving the

Foreword by the Chairperson

merger forward. Substantial progress was made during 2013 in progressing the merger. I convey my thanks to all those involved for their hard work and commitment in this regard throughout the year. At the time of writing this foreword, the Minister for Justice and Equality had approved the governance arrangements and budgetary model for the merged organisation and the Minister had also approved 'Tailte Éireann' as the name of the merged organisation.

I would like to take this opportunity to thank my fellow members of the Authority, both current and outgoing, for the significant contribution and expertise they bring to the organisation, and I would also like to wish Peter Savage and Roddy Tyrrell, whose membership on the Authority ended in 2013, well in the future.

Finally, I wish to thank the Management and Staff of the PRA for their support and commitment to the organisation during 2013. I look forward to their continued support during 2014, as we continue to implement the strategies and objectives outlined in our Strategic Plan and as we progress the merger of the three organisations.



John T. Coleman
Chairperson

2013

at a glance



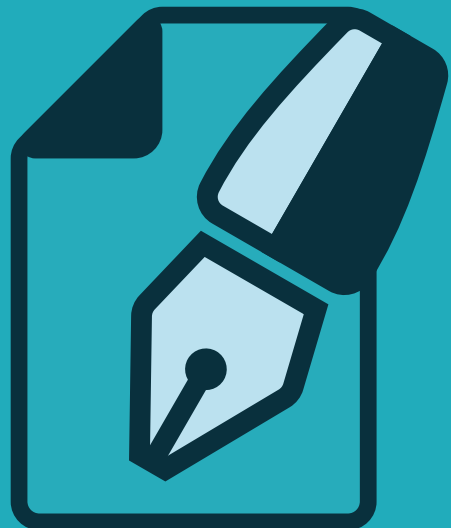
Intake
123,895



Output
145,634



Number of Folios
2,100,637



Changes to Register
387,123



Staff Numbers

518 (= staff levels in 1991)



Income

€36.6m

(increase of 9.3m over 2012)



Expenditure

€29.3m

(reduced by 37% since 2008)

Online Transactions

3.1m



Progress against the objectives set out in the Strategic Plan 2013-2015



our objectives

1

Completion of the Irish Land Register

Advance the completion of the Irish Land Register by extending Compulsory First Registration (CFR) while arresting the growth of unregistered titles

The PRA continued to actively implement the strategies and options available to it to extend compulsory registration of ownership of land. The completion of the register is an express mandate of the PRA. Previous initiatives are continuing and being built upon.

The level of voluntary certification in compulsory first registration areas increased during 2013. Certified titles represented 65% of first registration applications received in 2013 compared to 47% in 2012. This was due to the successful “outreach” programme utilising the expertise of the professional staff of the Land Registry, supported by comprehensive online information together with the lower first registration fee applicable to certified titles since December 2012.

The Examiner Cross Functional Teams (ECF Teams), comprised of staff at all levels from Clerical Officer upwards and headed by an Examiner or Chief Examiner of Titles, continue to support the processing of applications requiring full examination of title.

Observations were invited and received from the Law Society’s Conveyancing Committee and its Probate, Administration and Trust Committee on the concept of extending “triggers” for first registration to transactions other than sales and leases. A wider stakeholder engagement will be undertaken in 2014.

The ongoing growth of the Land Register, as a result of the CFR programme and the subdivision of existing registered titles, can be seen from the total number of folios at the end of each of the last five years.

NUMBER OF FOLIOS IN THE LAST FIVE YEARS

2009	2010	2011	2012	2013
1,908,843	1,968,024	2,022,061	2,066,132	2,100,637

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our objectives

Maintenance of a reliable and accurate system of land registration

Ensure the reliability and accuracy of the Register through effective registration practices and rigorous quality and process assurance systems and structures.

Statutory Enactments

Consolidated Rules 2012

The consolidated and revised Land Registration Rules 2012 (S.I. No. 483 of 2012) commenced on 1st February 2013, replacing the Land Registration Rules 1972 – 2011.

The Registration of Deeds Rules 2013 (S.I. No. 387 of 2013) and the Land Registration Rules 2013 (S.I. No. 389 of 2013) both commenced on 1st November 2013. The main purpose of these Rules was (i) to amend the provisions for the registration of judgment mortgages pursuant to Section 116 of the Land and Conveyancing Law Reform Act 2009 to specifically include judgments of the Supreme Court and (ii) to provide for the registration of judgment mortgages in execution of judgments of the courts of Member States of the European Community that are recognised and enforceable pursuant to the Brussels I Regulation or as a European Enforcement Order. The Land Registration Rules, in addition to the aforementioned, also amended the Rule relating to the registration of easements and profits a prendre acquired by prescription and other minor administrative matters in certain Rules and Forms.

New and Revised Practice Directions in 2013

- > The full suite of Practice Directions was reviewed and amended as required to take account of the Land Registration Rules 2012.
- > The Practice Direction on judgment mortgages was amended to take account of the Land Registration Rules 2013.

Legal Office Notices

A total of 5 new Legal Office Notices were published on the PRA's website www.prai.ie in 2013 and a number of existing Legal Office Notices were updated in line with the Land Registration Rules 2012..

Spatial Information Services

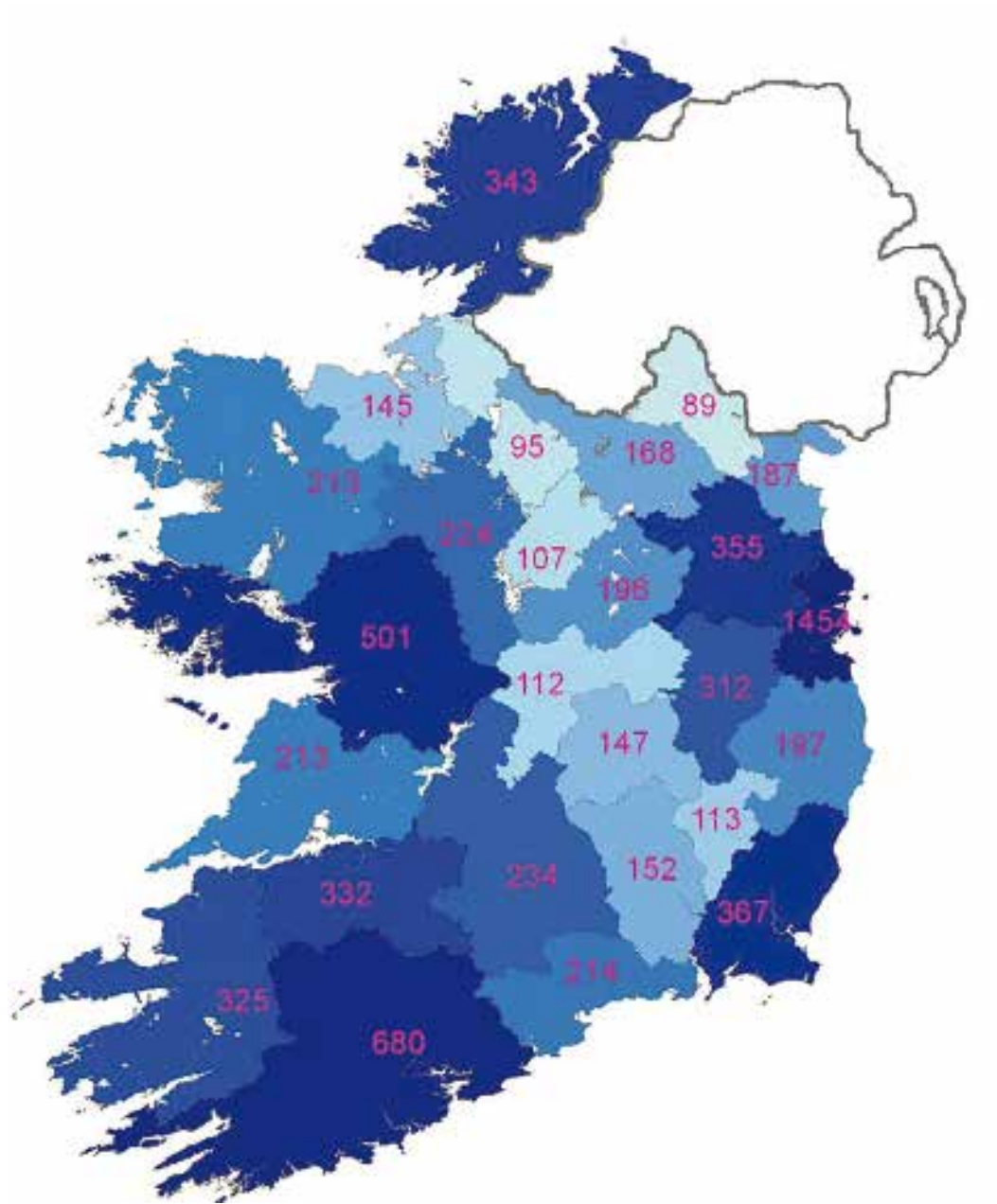
The PRA public sector outreach programme to raise awareness of the value of Land Registry spatial data was completed in 2012. Following this successful venture, the Land Registry Spatial Information Unit was officially established in early 2013.

During 2013, the Spatial Information Unit completed 105 job requests for external customers consisting of Route Searches, Area Searches, Property Interest Registers, and Ownership Searches.

The Spatial Information Unit also produced statistical reports for PRA management. Such reports were used to monitor patterns of registration types and generate heat maps (a two-dimensional representation of data in which values are represented by colours).

our objectives

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Example of heat map



2

our objectives

SPATIAL DATA REQUESTS

Category of Requestor	No of Requests Completed
Local Authority	27
Government Department	5
State Agency	25
National Roads Design Office	9
Private	29
Total	105

During 2013, the demand for PRA spatial data increased by approximately 170% when compared with 2012. Many of the requestors were repeat customers, with most of the Route Searches and Area Searches being used to facilitate State funded infrastructural projects. The investment made by the PRA in developing the Spatial Information Unit indicates an excellent return on investment in terms of both monetary savings and efficiency gains to the State and the Citizen.

eRegistration

In support of Government policy, the PRA continues to actively work on the roll out of electronic registration initiatives.

Since 2009 the PRA has provided two eRegistration services, eDischarges and eCharging Orders, which have delivered substantial efficiencies and increased transparency to all participating parties.

The success of both of these services gave the PRA the momentum to proceed to develop further eRegistration services. In keeping with the collaborative approach adopted throughout this project, which includes all stakeholders having representation on the Project Board, the PRA undertook a substantial exercise in stakeholder engagement and agreed the scope of the project in mid 2012. The development work on these new services which will improve on the existing registration process in terms of efficiency, effectiveness and transparency began in the second half of 2012.

In March 2013, the PRA ran a pilot of the new services with a number of legal practices nominated by the Law Society and one of the main financial institutions. The system was also demonstrated to solicitors at three seminars hosted by the PRA in our offices in Roscommon, Waterford and Dublin. The feedback from the pilot resulted in a number of enhancements to the service being implemented and Phase 2 of eRegistration went live in October. The system initially allows for the electronic generation of deeds of transfer, secure exchange of documents, electronic payment of fees and electronic

our objectives

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notifications. It is planned to add deeds of charge in the first half of 2014, which will be followed by transmissions and priority entries. A number of web services have also been made available which allow the developers of case management systems to develop interfaces from these systems with those of the PRA. This will bring about considerable efficiencies for our customers.

Promotion of the new services began late in 2013 with seminars hosted by the local Bar Associations in Athlone, Killarney, Cork and Enniscorthy. These seminars will be rolled out across the country throughout 2014.

The continued development of eRegistration services by the PRA in consultation with its main stakeholders is fundamental to any future system of eConveyancing in Ireland.

Process/Quality Assurance

The PRA sees process assurance and quality assurance as a critical feature of the registration process to ensure that our customers can rely on the product being delivered and that the procedures and processes in place reflect what is contained in our Acts, Rules and Practice Directions. This is also designed to support and enhance the overall corporate governance and reputation of the PRA which offers a State Guarantee.

The Process Assurance Unit functions include the inspection of randomly sampled completed casework for the purpose of assessing that our practices and procedures are being complied with. The group also examines/reviews all aspects of the registration process. The outcomes and findings are remitted to Senior Management and remedies applied as appropriate.

The Quality Assurance Unit is responsible for corrections to the Register which are identified both internally and externally. This includes a range of staff engaged on suitable map maintenance, data integrity and reviewing the overall quality and correctness of registrations on the Folio Register and Land Register Map.

Where issues are identified in the registration, it is PRA policy to engage with our customers at the earliest opportunity to seek correction of the data on the Register.

The analysis of the quality assurance is used to develop and improve training programmes and initiatives which will lessen the possibility of incorrect registrations and the risk to the Register

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our objectives

Customer Service

The maintenance of an excellent service and the continued extension of the services available to customers of the Land Registry and Registry of Deeds.

Land Registration

Registration

It is generally the case across the international land registration domain that the level of annual activity is measured by reference to the number of changes to the register. An application may thus include a number of simultaneous transactions resulting in multiple changes to the register; for example, an application may include a transfer of ownership, a new charge and a cancellation of an existing charge which will bring about several changes.

In line with best international practice and to facilitate proper comparisons with other jurisdictions, the PRA adopts this convention and additional approach to reporting casework activity.

The total number of actual changes to the land register during 2013 was **387,123**.

Casework Processing

Work on hand

The Land Registry continued to actively engage in clearance of cases throughout the year. At end 2013, there were 58,671 cases on hand compared to 84,137 cases on hand at the end of 2012, a reduction of 30%.

The reduction in the number of cases on hand was achieved through a process of optimising work practices underpinned by a targeted approach to prioritising casework.

The ongoing co-operation of the staff of the Authority is a very significant factor in the productivity levels achieved.

Turnaround Times

In addition to the casework clearance programme, substantial progress has been made in recent years in reducing turnaround times. By way of example, during 2013:

- (a) All electronic applications (eDischarges of mortgages and eNursing Home charges) were completed within 2 days
- (b) 75% of mainstream cases, in order for registration, were completed within 10 working days
- (c) 80% of Copy Folio and Title Plan applications, received electronically, were issued within 24 hours of receipt of application.

Certification and Searching

As part of the delivery of its electronic services, the PRA has developed a suite of innovative online information and registration services. These are available online via the landdirect.ie and eRegistration.ie services.

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our objectives

During 2013, over 3 million searching and certification transactions were processed through the landdirect.ie portal.

Registration of Deeds

The number of applications registered in the Registry of Deeds during 2013 was 22,312 which was a 13% reduction on the 2012 figure. There is no backlog of casework in the Registry of Deeds.

Ground Rents Applications

The PRA operates the Ground Rents Purchase Scheme under the Landlord and Tenant (Ground Rents) (no. 2) Act, 1978 under which owners of leasehold property can purchase their Ground Rent (freehold interest). This scheme commenced in 1978.

In 2013, the intake of consent applications decreased by 44% (318 as opposed to 570), and the output was 299 compared to 635 in 2012, which represents a decrease of 53%. The year saw an 8.5% reduction in the intake of arbitration applications from 457 to 418 while output decreased by 3.6% from 494 to 476.

Details of the activity in 2013 and the comparative figures for 2011 and 2012 are shown in the table at Appendix 5.

eServices

The following table outlines the number of subscribers and the level of usage of online services for the last 3 years. These services are delivered to both business users and the general public through landdirect.ie.

NUMBER OF SUBSCRIBERS & LEVEL OF USAGE OF ONLINE SERVICES

Year	2011	2012	2013
No. of professional users	16,565	17,657	19,829
No. of online transactions*	2.5 million	2.9 million	3.1 million

In 2013, the overall usage included 1,821,889 transactions using the Digital Map, together with 308,211 online transactions relating to the Registry of Deeds.

16,745 records were accessed through our landdirect.ie service for non-account holders which allows customers, who wish to search our maps and view folios online, to do so without having to open and maintain an account. This service has been available since 2011 and it was apparent during our outreach programme during 2013 that it has been very well received by our customers.

The PRA's websites continue to be a valuable communication mechanism and a useful



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our objectives

source of information for our customers.

Analysis of user activity on www.prai.ie and www.landdirect.ie during 2013 confirms that there were over 2 million visitors to the websites with an average of 3,657 visits per day.

Further analysis showed that:

- > With the new Land Registration Fees Order coming into effect in late 2012 and the Land Registration Rules 2012 effective date being 1 February 2013, it was not surprising that the relevant Statutory Instruments and related information on the legislation were accessed more than 17,000 times.
- > Our Practice Directions (PDs) also proved to be a useful resource, with this section being accessed on 10,550 occasions.
 - The most frequently accessed PD in 2013 was First Registration in Form 3 with 1,417 page views and its associated information section Certification of Title was accessed on 1,823 occasions.
 - The PD on Judgment Mortgages received 1,216 page views.
 - The PD relating to Title by Adverse Possession to Registered Land and the associated information section on Adverse Possession received a combined 4,934 page views.
- > The FAQs page which covers a variety of topics, both general and specific, was accessed 10,641 times.

Service Delivery Targets

Land Registry

The target for the issue of certified copy folio/title plans via landdirect.ie is set at 80% to be issued within 1 working day. This target was exceeded in 2013 with 93% of copies issued within 1 day.

The target for Official Map Searches was achieved during 2013 with 97% of searches completed within 5 days.

The target for the availability of reference numbers for applications lodged by post or at public counters was achieved throughout 2013. Application reference numbers were available through landdirect.ie within 24 hours of lodgement. Where the application was made using the eForm 17 facility, the reference number was available instantly.

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our objectives

Registry of Deeds

All of the service delivery targets set out in the Registry of Deeds Customer Charter were achieved throughout 2013. Accordingly:

- > Registrations were completed within 5 days
- > Vacates/Satisfactions were completed within 5 days
- > Official Searches were completed within 3 days
- > Copy Memorials were issued within 5 days.

Customer Information Unit

The Information Unit provides a first point of contact for Customers who contact the office by telephone. The staff in the Unit have been trained to provide, in so far as is possible, a responsive and direct service for our customers who have queries without the need to further transfer the calls to other staff in the PRA. Obviously, some queries, which might be more complex or case specific, will have to be transferred to other staff with more specialist skills or experience in specific casework but in excess of 75% of the calls are dealt with directly by the Information Unit.

The Information Unit operates between the hours of 9am and 5pm. In 2013, the Unit handled over 100,000 calls and this equates to almost 500 calls per day. This considerable volume of work allows casework production staff engaged on registration and mapping work to concentrate on their specific areas of activity, thus maximising productivity and achieving the targets and standards for completion of casework.

Customer Focus Group

This forum continued to meet during 2013. These meetings provide a continuing opportunity for consultation on a range of issues and the dissemination of information on any changes planned or being introduced.

Outreach programme

A growing area of activity in recent years has been the involvement of staff from the PRA in organising seminars, conferences and training courses for key stakeholder groups. PRA officials participated in, and made presentations on a range of topics, at a number of seminars and training courses for solicitors and other customers during 2013. Details of these can be found at Appendix 10.

Visitors to the PRA

The PRA has hosted meetings and welcomed individuals and delegations from a range of land registration and related organisations in recent years. In 2013, the PRA hosted conferences for the European Land Information Service, the European Land Registry Association and the Permanent Committee on the Cadastre.



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our objectives

National Heritage Week

The Registry of Deeds again participated in National Heritage Week in 2013. A total of 15 tours were organised in the second last week of August 2013.

The tour commenced with a brief history of the beautiful Gandon-designed building, drawing attention to some of its unique features.

A synopsis of the registration process was also provided and the Registry of Deeds' collection of documents of historical importance was exhibited. The tour also included a demonstration of records of genealogical interest, ranging from very old records up to the present day of computerisation. All tours were received very positively and the Registry intends to participate again in 2014.

Exhibiting at the National Ploughing Championship

In 2013, for the first time, the PRA took exhibition space at the National Ploughing Championship which was held in Ratheniska, Co Laois. The main purpose of the exhibition was to showcase our online services, in particular, the landdirect.ie service which is now available to the general public. Feedback received was very positive and this has provided the impetus to expand our outreach programme to events of this nature.

Accessibility

The PRA makes every effort to provide facilities and services that are accessible to all of its customers. Contact details for Access Officers are provided on our website in order that any person with a disability can avail of assistance in accessing our services or attending our offices.

Service through the Irish language

14 applications for registration in the Irish language were completed in 2013.

Complaints Procedure

10 formal complaints were received during 2013 and were dealt with under the PRA's Complaints Procedure.

our objectives

4

Development and Maintenance of Resources

The enhancement of efficiency by developing and maintaining appropriate human, management, financial and technical resources.

Developing Our People: Innovation in Human Resources Management

HR Strategy

A concise HR Strategy for 2013 entailing a re-statement of values and prioritising employee engagement was launched at the Transformation Forum meeting in February.

Transition to People Point: HR Shared Services

The PRA formally transitioned to the new Civil Service Shared Services Centre, PeoplePoint in August 2013. A full strategic re-orientation of the HR function is in train and capability is being developed over time in terms of assuming a business partner role.

Workforce Planning: 2nd Iteration

The second iteration of the PRA Workforce Plan was submitted to the Department of Public Expenditure and Reform (DPER) in November 2013. Business cases to fill pivotal skills gaps arising in the critical workforce, specialist capacity and core workforce segments due to cumulative unfilled vacancies were agreed and subsequently sanctioned by DPER.

Optimising Staff Numbers

The target to be achieved under the Employment Control Framework (ECF) for 2013 was 542 full time equivalent staff (FTE). However, by 31st December 2013 the number of FTEs had decreased to 518, roughly equivalent to the average number serving back in 1991. The breakdown of FTEs across locations is 279 in Dublin, 170 in Waterford and 69 in Roscommon.

The decrease in staffing during the year was due to 9 retirements and 19 voluntary transfers, of which 10 were to the Insolvency Services of Ireland and 4 to PeoplePoint. In addition 2 staff availed of career breaks. Up to the end of 2013 the PRA was in a position to release staff on voluntary transfer to other offices and departments. In light of increasing buoyancy in the property market, reflected in gradually increasing levels of intake, it will no longer be either feasible or necessary to continue to facilitate such staff releases.

Staff Profile

59% of staff are female and 41% are male. A gender breakdown by grade and location is provided at Appendix 11.

The National Disability Authority target for employment of persons with a disability for the public service is 3% of total staff. In the PRA 6.1% of staff declared themselves as being disabled in 2013.



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our objectives

Performance Management

In line with DPER guidelines goal setting as part of the Performance Development and Management System (PMDS) was introduced in January 2013. Presentations were given across locations in preparation for the introduction of calibration for end of year evaluations for all staff down to the level of Assistant Principal.

Promotions

There were four promotions to Assistant Principal by way of internal competition. These posts were sanctioned by DPER as exceptions to the moratorium following submission of the first iteration of the PRA Workforce Plan.

Learning and Development

A new Learning and Development Strategy was launched in 2013. An oversight committee was established to underpin governance procedures and expenditure.

During 2013 a programme of training to develop Leadership and Change Management capability delivered by the Institute of Public Administration was rolled out for members of the Senior Management Team and all Principal and Assistant Principal Officers, in total 43 people.

Certain IT courses at honours degree and masters level were incentivised and fees were paid in advance for staff who applied to undertake them, commencing in September 2013. Such courses include BSc (Hons) in Information Technology in WIT and Trinity College and MSc programmes in Geographic Information Science and in Geospatial Engineering in DIT. There was a total uptake of 9 staff, 6 in Dublin and 3 in Waterford from the mapping and ICT areas. Two Executive Officers were called to the Bar as part of the PRA sponsored legal education scheme. Third level fees were paid in respect of an additional 35 staff.

Staff Mobility Policy

A new Staff Mobility Policy was launched during the year to provide opportunities for growth and development for well performing staff. Data in relation to time in position of all staff will be collated on an ongoing basis.

HR Merger Working Groups

HR Unit staff have participated and assisted in two merger working groups established as part of the ongoing merger process.

our objectives

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Attendance Management

Attendance management continues to be a priority in the PRA. Using 2007 as a baseline¹ the total number of sick days taken has decreased by 35.5% whilst the average number of FTEs serving has declined by 24%. The cost of sick leave has decreased over time by 52.59% as shown in Appendix 11 and the actual number of sick absences in 2013 has reduced 58.98% since 2007.

The number of uncertified or self-certified absences has decreased from 885 in 2007 to 363 in 2013, a drop of 58.98%. A recent driver in this regard is the introduction of new Sick leave regulations halving the entitlement to self-certified sick leave with effect from 1st January 2013.

Financial Reporting

A comprehensive system of Financial Reporting is in place within the PRA:

- > The Chief Executive provides a financial overview to Authority members on a monthly basis
- > Formal reports on actual expenditure against budgets are submitted to the Department of Justice and Equality and the Department of Public Expenditure and Reform on a monthly basis
- > Returns of Fee Income received are submitted to the Exchequer on a weekly basis
- > The Annual Appropriation Account is prepared and submitted to the Comptroller and Auditor General
- > Relevant and timely reports containing Financial and non-Financial information are provided to Senior Management.

Ongoing expenditure management in 2013 resulted in the achievement of further reductions in respect of both current and capital expenditure.

ICT Disaster Recovery

The PRA, in recognition of the critical role ICT plays in the provision of services to its customers, maintains an ICT Disaster Recovery (DR) site in its Waterford office.

The production ICT infrastructure, which is centralised in the Chancery Street office in Dublin, is replicated in the DR site and a copy of all data is maintained there, updated as registrations are effected. In the event of a disaster, natural or otherwise, that destroys the production environment, ICT operations can be restored within an estimated 24 hour period and delivered from the Waterford office.

¹ C&AG Special Report: Sickness Absence in the Civil Service, August 2009

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our objectives

Corporate Governance

To ensure that appropriate governance policies, structures and procedures are implemented and monitored.

Overall Governance and Control Framework

The overall Governance and Control Framework within the PRA is guided by the Registration of Deeds and Title Act 2006, the recommendations of the *Report of the Working Group on the Accountability of Secretaries General and Accounting Officers (the Mullarkey Report)*, the Public Financial Procedures and Code of Conduct for the Governance of State bodies issued by the Department of Finance.

The Authority must be satisfied that the appropriate structures and processes are in place to ensure that they have the ability, objectively and effectively, to assess management and organisation performance.

The Authority is responsible for compliance with all statutory obligations applicable to the PRA.

The Chief Executive is responsible to the Authority for the performance of his duties and for providing it with such information in relation to the performance of those functions as the Authority may from time to time require. The Chief Executive is the Accounting Officer and in that capacity is accountable to the Oireachtas in respect of all funds voted to the PRA for the provision of services. The Accounting Officer must prepare, on an annual basis, an account of expenditure and receipts, known as the Appropriation Account and present this account to the Comptroller and Auditor General.

The main elements of the Governance Framework are as follows:

Audit Committee

An Audit Committee consisting of a number of members external to the PRA, together with two Authority members is in place since 2007. The Audit Committee reviews and assesses the work of the Internal Audit Unit. The Committee also reviews the PRA's approach to Risk Management. Three meetings of the Audit Committee were held in 2013 and the fourth meeting for 2013 was deferred until January 2014.

Internal Audit Unit

Audits are conducted by the Internal Audit Unit across the range of activities of the PRA including financial, operational and governance. Seven audits were completed in 2013. All reports were submitted to the Accounting Officer and to the Audit Committee.

Risk Management

A Risk Register in accordance with the Department of Finance guidelines is maintained on an ongoing basis. The maintenance of the register is designed to ensure that risks are identified and assessed and necessary mitigating actions are, where resources allow, put in place.

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our objectives

The Risk Register is compiled by Senior Management and presented to the members of the Authority on a quarterly basis for approval.

Data Protection

The PRA registers as a Data Controller with the Office of the Data Protection Commissioner on an annual basis as required by law.

The Data Protection policy of the PRA consists of a set of guidelines for staff based on the 8 Data Protection Rules to ensure that the Data Protection Acts 1988 and 2003 are complied with. The policy is reviewed and updated on an ongoing basis.

Procurement

All procurement activity is guided by the Public Procurement Guidelines and Policies published by the Department of Finance. There is a framework of procurement procedures in place including segregation of duties, regular management reporting and a system for the authorisation of expenditure. Formal sanction is sought from the Department of Public Expenditure and Reform for all expenditure above an agreed threshold.

Compliance with Legislation

Ethics in Public Office Act, 1995 and Standards in Public Office Act, 2001

The PRA was established under the Registration of Deeds and Title Act 2006 and operates in accordance with the provisions of that Act. Procedures are in place to ensure that the members of the Authority and the staff of the PRA, holding designated positions, comply with the provisions of the Ethics in Public Office Act, 1995 and the Standards in Public Office Act, 2001. In addition, in accordance with the Code of Business Conduct for the members of authorities, the members of the Property Registration Authority register their interests in other undertakings with the Secretary on their appointment.

Safety, Health and Welfare at Work Act 2005

The PRA is committed to ensuring the well-being of its employees by maintaining a safe place of work and by complying with the Safety, Health and Welfare at Work Act 2005 and with relevant codes of practice and guidelines where appropriate. The central PRA Health and Safety Committee meet regularly during the year and there are local Health and Safety Committees in the Waterford and Roscommon offices. These committees monitor health and safety within the PRA and encourage safety awareness and accident prevention in the organisation. The PRA also participates in the Occupational Health and Safety Risk Management Network for State Agencies. The objective of the Network is to contribute to the continuous improvement of the management of occupational health and safety risk in State authorities.

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our objectives

Cost efficiency

To ensure cost efficiency in all activities supervised by the Authority.

The PRA is committed to implementing Government policy in the area of Value for Money. The Chief Executive is responsible to the Authority for her/his performance in this regard. The Chief Executive, as Accounting Officer, is also accountable to the Oireachtas for ensuring Value for Money.

The management budgetary committee examines all major items of expenditure and actively oversees the value for money programme in the PRA.

Value for Money is being achieved by the PRA on an ongoing basis:

- > For the fifth consecutive year, the PRA has reduced net expenditure. Actual expenditure from the PRA Vote for 2013 amounted to €29,3m (as against €31m for 2012 – a decrease of 5%). It is worthy of note that since 2008 net expenditure has reduced by 37% (2008 net expenditure €46.2m).
- > Capital Expenditure for 2013 amounted to €0.2m, a similar level to 2012.

The PRA is a process-driven and results-orientated organisation which is committed to the elimination of waste and duplication, while discharging its statutory functions in an effective and efficient manner and continuing to provide excellent service to our customers.

7 our objectives **Synergies**

The achievement of synergies with statutory and other bodies in order to maximise efficiencies across a range of service areas.

Merger of organisations

The Government's Public Service Reform plan of 2011 included proposals for the rationalisation of a number of State bodies. In October 2012, following a critical review, one of the measures approved by the Government was the merger of the Property Registration Authority, the Valuation Office and Ordnance Survey Ireland.

In 2013, a Project Board was formed to drive implementation of the merger and met 3 times during the year. Mr John O'Sullivan, Commissioner of Valuation, was appointed as Chief Executive Officer (Designate) of the merged organisation with effect from 1st July 2013.

A number of sub-groups have been established to develop key organisational objectives – these are Finance, Legislation, Merger of Support Functions and Infrastructures, Central Shared Services, Governance, Strategy & Strategic Performance and Strategic HR Policy and Change Management.

International Initiatives

Staff of the PRA participate in a number of relevant international bodies to ensure that the organisation's policies and priorities are represented on important issues which have an impact on land registration and land administration generally. Participation also provides the opportunity to keep up to date with international developments and trends in land administration, including the delivery of services to customers in a more effective manner. Dialogue and communication with relevant international bodies also provides an important platform for sharing ideas and understanding progress achieved both within the EU and the wider international community.

European Land Information Services (EULIS)

The development of world class ICT systems in recent years has enabled the PRA to participate in international developments such as EULIS. EULIS is an initiative by various land registration authorities across Europe to provide cross-border access to their respective online databases and electronic services (www.eulis.eu).

The EULIS service provides land registry professional customers such as banks, other lenders, solicitors, estate agents, law searchers and public authorities with reliable, direct and easy access to land and property information in member European countries. Irish customers can access EULIS through their landdirect.ie account.

Following an agreement with the EU Commission in 2009, EULIS will act as the link to land register information in the EU as the appropriate elements of the new eJustice portal go live across Europe over the coming years. Accordingly, EULIS has been engaging actively with other European land registries to join its service and has held discussions with several national authorities in this regard.



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our objectives

Following a successful application for funding to the European Commission under the latter's Civil Justice programme, the EULIS 2.0 portal has been implemented and this has provided the key interfaces required for compliance and collaboration the with eJustice portal developments.

The Property Registration Authority has formally joined the European Economic Interest Group (EEIG) which has been formed to manage the EULIS service.

European Land Registry Association (ELRA)

The primary aim of the ELRA is the development and understanding of the role of land registration in real property and capital markets in EU member states. ELRA seeks to promote the mutual knowledge of the different land registry systems in member states and provides a very useful forum for discussion and information exchange on developments in land registry systems across Europe. It also has a significant role in keeping members informed on relevant developments at EU level.

Since its creation in 2004, ELRA has grown rapidly, and currently its membership is made up of 24 associations representing the land registries of 20 EU member states.

United Nations Economic Commission for Europe (UNECE) - Working Party on Land Administration (WPLA)

The UNECE's Working Party on Land Administration, which is based in Geneva, was established in 1999 with the aim of promoting land administration through security of tenure, developing real estate markets and modernising land registration systems in countries in transition.

The WPLA has developed into an effective network of land administration officials in Europe and North America. It operates by sending independent experts to the ECE countries to render policy advice and recommendations on national programmes on land market development and real estate registration.

During 2009, the WPLA proposed developing an international benchmarking exercise. WPLA wished to establish key indicators for valid comparison across the full range of registration activities in all jurisdictions. It is also intended that this data would assist the World Bank in developing a more meaningful and accurate approach to its existing Doing Business report where it benchmarks the conveyancing process in 180 jurisdictions.

INSPIRE

The INSPIRE Directive of the European Parliament which seeks to establish an 'Infrastructure for Spatial Information in the European Community' (INSPIRE) was transposed into Irish law through Statutory Instrument No. 382 of 2010. This directive

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our objectives

aims to create an EU-wide Spatial Data Infrastructure (SDI) based on member states SDIs which can enable the sharing of environmental spatial information among public sector organisations, improved environmental policy making and better public access to spatial information across Europe.

The Land Registry is the Legally Mandated Organisation (LMO) in Ireland for the Annex 1 Cadastral Parcels Theme and as such is obliged to provide discovery, view and ultimately download services through INSPIRE and Irish Spatial Data Infrastructure (ISDI) geo-portals. Cadastral Parcels are lands that are registered in the Land Registry excluding multi-storey registrations.

The new ISDI/INSPIRE compliant GeoPortal.ie, Ireland's portal for Geographic Information, was launched in June 2013. This portal was developed by the Department of Environment, Community and Local Government (DECLG) and Ordnance Survey Ireland as part of the Irish Spatial Data Infrastructure (ISDI) project, in order to facilitate the online sharing of spatial data according to the requirements of the Irish eGovernment Strategy and the EU INSPIRE directive. The PRA played a pivotal role in the development and testing of GeoPortal.ie prior to its launch. The PRA provides Land Registry freehold and leasehold cadastral parcel data on a bi-annual basis to the DECLG who are responsible for uploading the data to GeoPortal.ie.

The PRA has continued to supply the DECLG with land parcel data for reference purposes and is viewable through their MyPlan geo-portal. The aim of MyPlan.ie is to create a one stop shop for information about development plans and to provide as much information as possible that may be relevant to planning decision-making (census, heritage sites, patterns of housing development, etc).

The Four Registries Quadrilateral Network

For a number of years meetings have taken place on a biannual basis between representatives of the land registration bodies for England and Wales, Scotland, Northern Ireland and the PRA to discuss and explore a range of matters of mutual interest. Since its establishment, a number of sub-groups have been formed to consult and report on a variety of topics including, business trends and activity levels, electronic conveyancing/registration, benchmarking, electronic funds transfers, security of systems and other developments.



our objectives

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External Scrutiny

A number of additional mechanisms to verify and quality assure the activities and services of the PRA are in place. These include:

Parliamentary Questions

188 enquiries were received from members of the Oireachtas and dealt with via e-mail during 2013

38 Parliamentary Questions were tabled by members of the Oireachtas and dealt with during 2013

2 letters/representations from TD's and Senators were received and dealt with during 2013

Office of the Ombudsman

5 letters were received from the Ombudsman's Office relating to complaints in 2013. Three of these were resolved and two were still open at the end of 2013.



our finances

Financial Report - Summary 2013

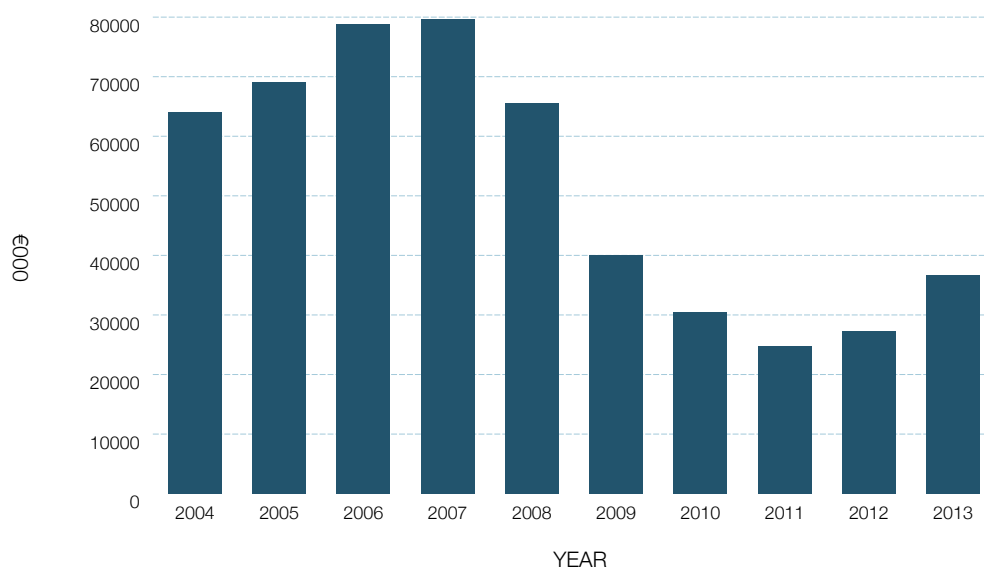
Fees

Fees received by the Property Registration Authority by way of cash, cheques etc. amounted to €36.6m in 2013 as against €27.3m in 2012. This was an increase of €9.3m or 34 % over 2012 receipts.

All fees collected by the PRA are remitted to the Exchequer on an ongoing basis. On that basis therefore, in excess of €36m was remitted directly to the Exchequer by the Property Registration Authority in 2013.

The following represents a 10 year summary of fees received by the PRA. As expected, the fees collected vary in accordance with the level of transactions in the property market in any given year.

FEES RECEIVED 10 YEAR SUMMARY





our finances

Net Expenditure

The PRA, in carrying out its mandate, is directly funded by the Exchequer in the form of an annual allocation of Voted Expenditure.

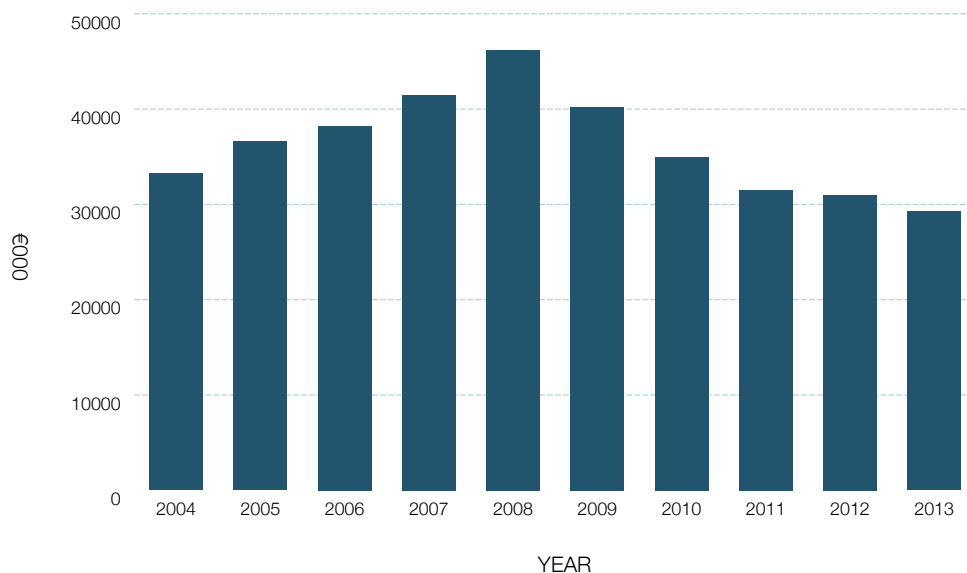
For the fifth consecutive year it can be reported that the PRA has reduced net expenditure. Actual expenditure from the PRA Vote for 2013 amounted to €29.3m (as against €31m for 2012 – a decrease of 5%). It is worthy of note that since 2008 net expenditure has reduced by 37% (2008 net expenditure €46.2m).

Of the total net sum expended of €29.3m, net expenditure on Salaries amounted to €22.75m; this represented 78% of all expenditure.

Total net Current Expenditure for 2013 amounted to €29.1m as against €30.8m for 2012 (a decrease of €1.7m).

Capital Expenditure for 2013 amounted to €0.2m, a level similar to 2012.

NET EXPENDITURE 10 YEAR SUMMARY



our finances

Apportioned Costs

In addition to costs directly incurred by the PRA, other costs, incurred by other Departments and offices, must be considered in order to present an overall picture of the cost of managing the PRA. When the following apportioned costs are included:

- > €3.5 m under Vote 7 - Superannuation and Retired Allowances
- > €0.5m under Vote 10 - Office of Public Works
- > €0.3m under Vote 19 - Financial Shared Services
- > €2.4m notional rents on State-owned properties

the total expenditure in 2013 increased to €36m (2012 €38.4m). There was therefore an overall decrease in costs on 2012 of €2.4m (or 6%).

Prompt Payment of Accounts Act 1997

It is the policy of the Property Registration Authority to fully comply with the terms of the Prompt Payments of Accounts Act 1997. The PRA has procedures in place to ensure that all invoices are paid within the statutory time limit. While the procedures have been designed to ensure compliance with the Act, they only provide reasonable and not absolute assurance against material non-compliance with the Act.

In 2013, a total one invoice incurred late payment penalties. The value of all invoices that were paid late amounted to €75. The total interest paid during 2013 resulting from late payments amounted to €40.23.

Appendices

Appendices



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appendix Financial Summary

Statement of Expenditure	2013 €000	2012 €000
Salaries and Wages	24,025	25,114
Travel and Subsistence	111	87
Compensation	75	58
Ordnance Survey	3,000	3,400
Geodirectory	70	70
Training	150	158
Cleaning	297	354
Miscellaneous	380	214
Authority and Audit Committee Fees	91	95
Post	302	351
Telecoms	298	357
IT Current	901	940
IT Capital	166	161
Office Machinery and Supplies	172	181
Office Maintenance	158	336
Light and Heat	300	392
Office Furniture	42	1
Consultancy	12	11
Total Gross Expenditure (Vote 23)	30,550	32,280
Less Pension Levy	(1,276)	(1,313)
Net Expenditure (Vote 23)	29,274	30,967



appendix

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FEES COLLECTED BY PRA

	2013 €000	2012 €000
Land Registry Fees	35,543	26,031
Registry of Deeds Fees	1,034	1,140
Ground Rent Fees	57	69
Total Fees	36,634	27,240

STAFF COSTS AND EMPLOYEE NUMBERS

	2013 €000	2012 €000
Staff serving at end of Year	518	544
Pay	22,500	23,539
Other allowances	95	89
Overtime	164	156
Employer's PRSI	1,266	1,330
Total Staff Costs	24,025	25,114

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appendix

Statement by the Accounting Officer on Internal Financial Control

Responsibility for system of Internal Financial Control

As Accounting Officer, I acknowledge my responsibility for ensuring that an effective system of internal financial control is maintained and operated by the Department/Office.

This responsibility is exercised in the context of the resources available to me and my other obligations as Head of Office. Also, any system of internal financial control can provide only reasonable and not absolute assurance that assets are safeguarded, transactions authorised and properly recorded, and that material errors or irregularities are either prevented or would be detected in a timely manner. Maintaining the system of internal financial controls is a continuous process and the system and its effectiveness are kept under ongoing review.

The position in regard to the financial control environment, the framework of administrative procedures, management reporting and internal audit is as follows:

Financial Control Environment

I confirm that a control environment containing the following elements is in place:

- > financial responsibilities have been assigned at management level with corresponding accountability,
- > reporting arrangements have been established at all levels where responsibility for financial management has been assigned,
- > formal procedures have been established for reporting significant control failures and ensuring appropriate corrective action,
- > there is an Audit Committee to advise me in discharging my responsibilities for the internal financial control system.

Administrative Controls and Management Reporting

I confirm that a framework of administrative procedures and regular management reporting is in place including segregation of duties and a system of delegation and accountability and, in particular, that

- > there is an appropriate budgeting system with an annual budget which is kept under review by senior management,
- > there are regular reviews by senior management of periodic and annual financial reports which indicate financial performance against forecasts,
- > a risk management system operates within the Department/Office,
- > there are systems aimed at ensuring the security of the ICT systems,



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- > there are appropriate capital investment control guidelines and formal project management disciplines,
- > the Department is compliant with all relevant guidelines regarding procurement and is complying with all circulars relating to the mandatory use of framework agreements and contracts.

Internal Audit

I confirm that the Department/Office has an internal audit function with appropriately trained personnel, which operates in accordance with a written charter which I have approved. Its work is informed by analysis of the financial risks to which the Department/Office is exposed and its annual internal audit plans, approved by me, are based on this analysis. These plans aim to cover the key controls on a rolling basis over a reasonable period. The internal audit function is reviewed periodically by me and by the Audit Committee. I have put procedures in place to ensure that the reports of the internal audit function are followed up.

Frank Treacy

Accounting Officer
Property Registration Authority

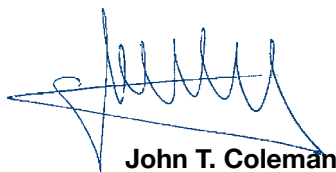
appendix

2

Statement by the Chairperson pursuant to the Code of Practice for the Governance of State Bodies

As Chairperson I affirm/confirm/certify

- > that all appropriate procedures for financial reporting, internal audit, travel, procurement and asset disposals are being carried out
- > that Codes of Business Conduct for Directors and Employees have been put in place and adhered to
- > that Government policy on the pay of Chief Executives and all State body employees is being complied with
- > that Government guidelines on the payment of Directors' fees are being complied with
- > that the Guidelines for the Appraisal and Management of Capital Expenditure Proposals in the Public Sector are being complied with
- > that Government travel policy requirements are being complied with in all respects, and
- > that the code of Practice has been adopted and it is being complied with subject to Authority approval.



John T. Coleman

Chairperson
Property Registration Authority



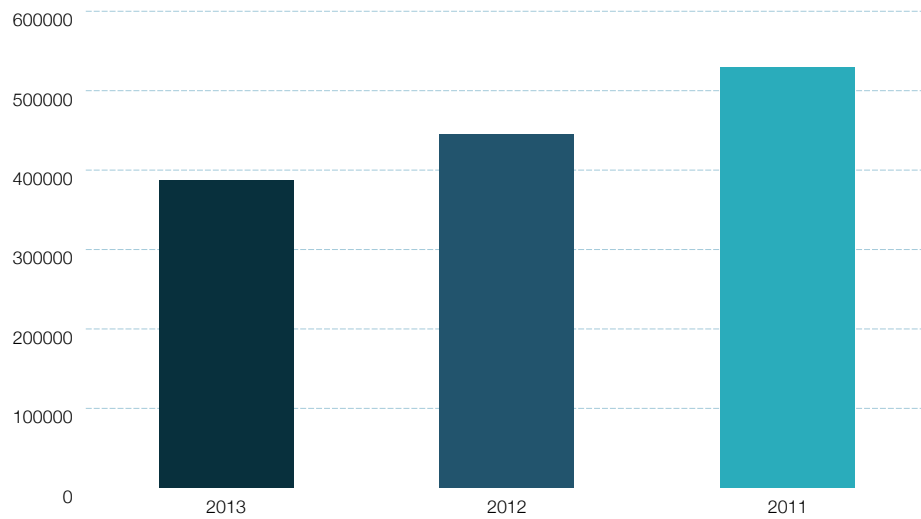
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3 Land Registry Workflow – All Categories

In line with international practice and to facilitate proper comparisons with other jurisdictions, Table 1 below contains a summary of overall casework activity resulting in actual changes to the land register:

TABLE 1 CHANGES TO REGISTER

Year	2013	2012	2011
Changes to the register	387,123	445,112	529,506



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For comparison purposes Table 2 shows the breakdown of the various application types for 2013, 2012 and 2011 at 31 December. The figures shown for Registrations, Examiners cases and Section 49 cases will vary compared to the Reports for 2011 and 2012. The figures contained in the Report for this year have been re-calibrated to factor in gross intakes and gross outputs which take into account cases rejected, abandoned withdrawn and refused.

TABLE 2 CASEWORK ACTIVITY

Application Type	Year	Gross Intake	Gross Output	Cases under query	Work in progress
Applications for Registration	2013	119,532	141,248	10,190	48,927
	2012	148,278	161,426	14,920	71,755
	2011	148,798	195,147	16,645	84,438
Examiners Cases (First Registration)	2013	3,651	3,568	2,544	7,467
	2012	6,108	3,588	2,688	9,994
	2011	3,516	3,848	2,927	7,494
Section 49 cases (Adverse Possession)	2013	712	818	1,186	2,277
	2012	1,179	1,088	2,742	2,388
	2011	1,061	1,382	1,150	2,394
Ground Rent Applications	2013	736	775	746	2070
	2012	1,027	1,129	421	218
	2011	1,039	953	618	279
Land Commission Cases	2013	56	132	208	143
	2012	46	200	165	316
	2011	41	557	261	570
Title Plans & Copy Folios	2013	98,148	108,872	102	1,928
	2012	119,856	125,073	37	2,110
	2011	144,944	146,999	0	1,772
Scheme Map Approval	2013	148	282	237	1,079
	2012	260	566	193	928
	2011	200	1498	267	0
Copy Instruments	2013	10,043	8,672	164	532
	2012	8,464	7,664	65	590
	2011	8,136	7,132	68	766
Official Map Searches	2013	510	565	0	0
	2012	81	268	15	54
	2011	87	59	30	0

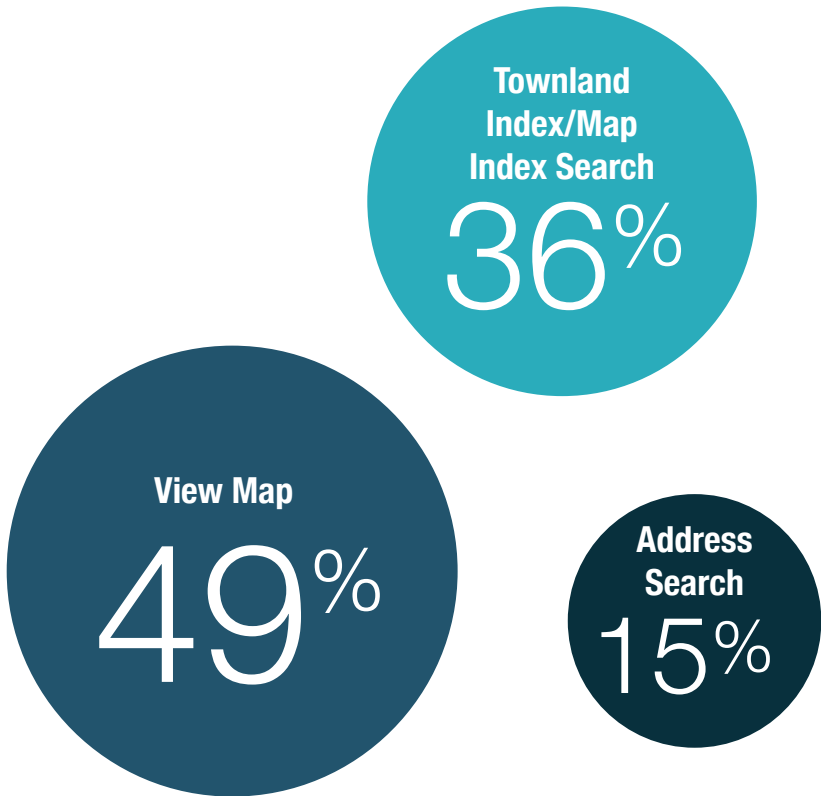


4 **appendix** Digital Mapping Activity

Table 3 shows the level of activity undertaken online in respect of our Digital Mapping service. Some of these services are alternative mechanisms for undertaking searches and others are new services.

TABLE 3 DIGITAL MAPPING ACTIVITY

	Address Search	Townland Index/Map Index Search	View Map	Total
2013	279,388	659,229	883,272	1,821,889



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appendix Grounds Rents Activity

TABLE 4 GROUND RENTS PURCHASE SCHEME

	Year	Intake	Output
Arbitration Cases	2013	418	476
	2012	457	494
	2011	520	407
Consent Cases	2013	318	299
	2012	570	635
	2011	519	546
Total	2013	736	775
	2012	1,027	1,129
	2011	1,039	953



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appendix

Authority Meetings

Seven meetings were held during 2013. The number of meetings held during the membership of each Authority Member in 2013 and the number of meetings he/she attends are shown in Table 5.

TABLE 5 AUTHORITY MEETINGS

Members serving in 2013	Meetings held during membership	Total attended
John T. Coleman, Chairperson	7	6
Frank Branigan	7	6
Denis A. Byrne	7	6
Seamus Carroll	6	4
Deirdre Fox	7	7
Michael Kelly	6	5
Paul McSweeney	7	7
Teresa Pilkington	7	6
Peter Savage	6	6
Roderick Tyrrell	6	6
Una Woods	7	3

Notes:

There were no new appointments made to the Authority during 2013. However there were four vacancies on the Authority at the end of 2013 following the end of the four year term of office of Seamus Carroll, Michael Kelly, Peter Savage and Roderick Tyrrell in November 2013.

Fees

The annual fee payable to the Members of the PRA for 2013 is in accordance with the rate approved by the Minister for Finance which is currently as follows:

- > Chairperson of the Authority: €20,520 per annum and
- > Members of the Authority €11,970 per annum. In accordance with Department of Public Expenditure and Reform guidelines no fees were paid to public servants serving on the Authority during 2013.

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During 2013

- > A total of €89,217.39 fees were paid to Members of the PRA [in 2012 it was €92,340.00 and in 2011 it was €112,168]
- > In addition €3,433.02 Travel and Subsistence was paid to the PRA Members [in 2012 it was €4,682.85, and in 2011 it was €4,804,]



7 appendix Sub-committee meetings

Members of the Authority also attended a number of sub-committee meetings during 2013.

TABLE 6 SUB-COMMITTEE MEETINGS DURING 2013

Authority Members	Audit Committee		Draft Rules & Practice Directions	
	Meetings		Meetings	
	Held During Membership on the Authority	Attended	Held During Membership on the Authority	Attended
John T. Coleman, Chairperson				
Frank Branigan			2	1
Denis A. Byrne	4	4		
Seamus Carroll			2	1
Deirdre Fox				
Michael Kelly	3	2		
Paul McSweeney				
Teresa Pilkington			2	2
Peter Savage				
Roderick Tyrrell				
Una Woods			2	2

Notes:

- > Michael Kelly, Paul McSweeney and Peter Savage together with members of the PRA's Senior Management Team, were members of a subcommittee established in 2012 to examine the functions of the Authority. The subcommittee met on a number of occasions early in 2013 and they also carried out their work by email correspondence and by telephone. The final report was presented to the Authority in May 2013.
- > The Audit Committee also includes members who are external to the PRA
- > The fourth Audit Committee meeting for 2013 was held in January 2014.
- > The subcommittee on the draft Rules and Practice Directions also includes members of the PRA's Senior Management Team.
- > John T. Coleman, Chairperson, is a member of the Registration of Deeds and Title Rules Committee. See Appendix 8 below.

appendix

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Membership of the Registration of Deeds and Title Rules Committee

The Registration of Deeds and Title Rules Committee was established by Section 74 of the Registration of Deeds and Title Act 2006.

Membership of the Committee at year ending 31st December 2013

Mary Laffoy, Judge of the High Court (Chairperson) until September 2013

John T. Coleman, Chairperson of the PRA

Frank Treacy, Interim Chief Executive of the PRA (Secretary)

James Dwyer, Senior Counsel, nominated by the Bar Council of Ireland

Owen M. Binchy, Solicitor, nominated by the Law Society of Ireland.

Note: The position of Chairperson remained vacant at the 31st December 2013.

The Rules Committee met on two occasions during 2013.



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appendix

Overview of Energy usage in PRA buildings in 2013 (as required by S.I. 542 of 2009)

Overview of Energy Usage in PRA buildings in 2013

The offices of the PRA are based in six different locations. In four of these locations the building is shared with other tenants. The main fuels used are gas and electricity. Wood pellets are used in the Roscommon office.

The total energy usage for the premises occupied by the PRA

- > 1,318 MWh of electricity;
- > 2,112.9 MWh of fossil fuels;
- > 63.29 MWh of renewable fuels.

Actions undertaken in 2013

An upgraded BMS was installed in the Waterford building giving more control over energy settings on a daily basis and this led to reductions in energy use in that building.

Actions Planned for 2014

The Optimising Energy at Work campaign will continue in the buildings where it has already been established and will be extended to Registry of Deeds and possibly the premises in Middle Abbey Street.

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appendix

Outreach programme – presentations, seminars and conferences

OUTREACH PROGRAMME

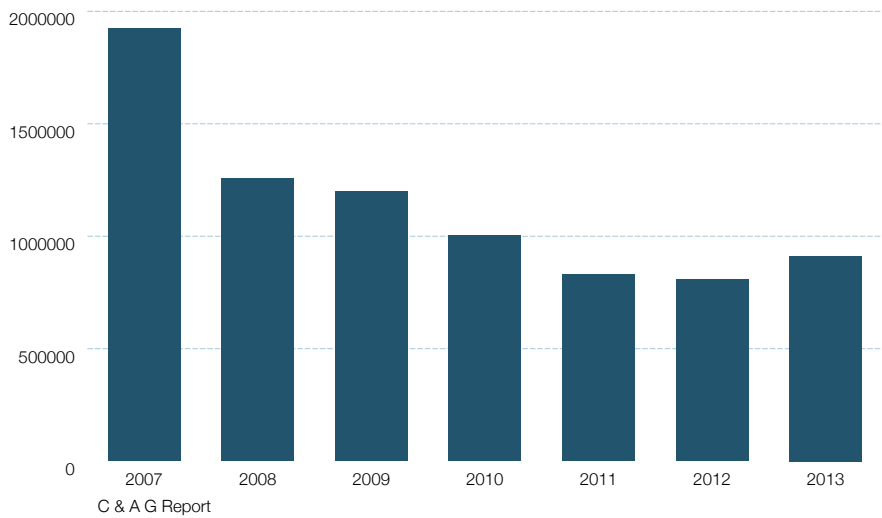
Topic	Group	Speaker
Land Registry Rules 2012 - 2013	Mathesons Solicitors Cavan Bar Association Dublin Bar Association Wicklow Bar Association	John Murphy
CFR	Dublin Bar Association Arthur Cox Solicitors	John Murphy
eRegistration	Athlone Bar Association Cork Bar Association Enniscorthy Bar Association Killarney Bar Association HSE, Tullamore Chief State Solicitor Kerry County Council Kildare County Council Laois County Council	Peter McHugh Carmel O'Shea
Digital Mapping	An Bord Pleanála Eirgrid Geomatics Students, DIT Nepal Land Administration Delegation The Law Society of Ireland - Property Law Conference Permanent Committee of the Cadastre Conference UK Land Registry Delegation	Shay Arthur Tom Brosnahan
Developments in eRegistration in Ireland	Land Title Conference, Vancouver, B.C	Frank Treacy
Introduction to Land Law	Department of Arts Heritage & Gaeltacht	Shay Cashman
Legal Briefing/landdirect	Garda Síochána	Siobhan Brooks Carmel O'Shea
Land registration updates	Griffith College Property Updates Forum Carlow Bar Association Kilkenny Bar Association Thurles Bar Association Law Society Skillsnet Waterford Institute of Technology	Liz Pope John Cahill Elaine Power



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appendix HR Statistics

COST OF SICK LEAVE 2007-2013



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appendix

GENDER BREAKDOWN AT THE 31ST DECEMBER 2013

Location	Dublin		Roscommon		Waterford		Total		Grand Total
Position	F	M	F	M	F	M	F	M	
Chief Examiner of Titles		1		1		1		3	3
Examiner of Titles	1	2			2		3	2	5
Deputy Registrar		2		1		1		4	4
Financial Controller		1						1	1
Head of Administration (Waterford)						1		1	1
Human Resources Manager	1						1		1
Assistant Principal	12	8		1	1	4	13	13	26
Higher Executive Officer	22	11	5	2	4	5	31	18	49
H.E.O. Systems Analyst		2						2	2
Executive Officer	57	23	21	12	30	12	108	47	155
Staff Officer	9	6			2	2	11	8	19
Clerical Officer	51	37	21	1	54	11	126	49	175
Head Services Officer		1						1	1
Service Officer (P/K allowance)		5		1		4		10	10
Service Officer		1		1				2	2
Chief Superintendent Mapping		1				1		2	2
Senior Mapping Manager				1		1		2	2
Regional Mapping Director		4				2		6	6
Superintendent of Mapping	3	9		1	3	4	6	14	20
Examiner in Charge	10	14		2	3	8	13	24	37
Examiner of Maps	5	8	1	3	13	14	19	25	44
Grand Total	171	136	48	27	112	71	331	163	565
% Total	30.27%	24.07%	8.50%	4.78%	19.82%	12.57%	58.58%	41.42%	100.00%



Contacts

The Property Registration Authority was established on 4 November 2006 to manage and control the Land Registry and Registry of Deeds.

Property Registration Authority

Land Registry

Chancery Street, Dublin 7, DX228
Phone: 0761 001610 or 051-303000
Public Office Open: 10.30am-4.30pm

Cork Road, Waterford, DX 44090
Phone: 0761 001610 or 051-303000
Public Office Open: 10.30am-4.30pm

Golf Links Road, Roscommon, DX 90014
Phone: 0761 001610 or 051-303000
Public Office Open: 10.30am-4.30pm

Registry of Deeds

Henrietta Street, Dublin 1, DX 199
Phone: 0761 001610 or 051-303000
Public Office Open: 10.00am-4.30pm

Ground Rents

Chancery Street, Dublin 7, DX 228
Phone: 0761 001610 or 051-303000
Public Office Open: 10.30am-4.30pm

www.prai.ie

The English language version is the original text of this report