
Annual Report

2014



An tÚdarás Clárúcháin Maoine
The Property Registration Authority

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 93% of the total land mass, comprising approx 88% of the titles in Ireland, is registered in the Land Registry. As the system of Registration of Title extends to encompass the entire country the system of recording deeds, in respect of the remaining titles, operated by the Registry of Deeds, while still functioning effectively and efficiently, will gradually reduce 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 Law Reform 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

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 at 31 December 2014

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.



Liam Daly

Liam is a Chartered Surveyor and is a member of the Society of Chartered Surveyors of Ireland (SCSI).



John Fitzgerald

John is a Fellow of the Chartered Association of Certified Accountants and former Dublin City Manager; and has extensive experience of both private and public sector organisations.



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 is currently Head of eConveyancing Implementation, Law Society of Ireland.



Ciara O'Callaghan

Ciara is a practising Solicitor and is a registered Trusts and Estates Practitioner.



Helen Murray-O'Connor

Helen is a Chartered Surveyor and Lecturer, Spatial Information Sciences Group, DIT, Bolton Street.



Paul McSweeney

Paul is former CEO of the Local Government Management Agency.



Teresa Pilkington

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



Una Woods

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

Note: The above includes the names of the Authority members serving on the Authority during 2014 (i.e. it includes the names of those who were appointed for the first time, those who were reappointed and those whose membership ended during 2014).

Senior Management Team

Senior Management Team



Frank Treacy

Interim Chief
Executive



Tom Brosnahan

Head of Mapping



Ray Duffy

Corporate
Services Manager



Fergus Hayden

Deputy Registrar
(Legal)



Brian Kelly

Deputy Registrar
(Legal)



**Greg
McDermott**

Deputy Registrar
(Corporate Affairs)



**Dr. Aileen
McHugh**

Human Resources
Manager



James O'Boyle

Financial
Controller



Henry Sullivan

ICT Manager

Legal Services Division

Legal Services Division



John Cahill	Michael Clarke	Gerry Collins	Paul Doyle
Chief Examiner of Titles	Examiner of Titles	Examiner of Titles	Chief Examiner of Titles



Ann Fetton	John Murphy	Liz Pope	John O'Shea
Examiner of Titles	Examiner of Titles	Examiner of Titles	Chief Examiner of Titles

Foreword by the Chairperson of the Property Registration Authority

“In the context of continuing to provide an efficient and effective service to our customers, the Land Registry despite a further 3% reduction in staff numbers in 2013, has reduced the backlog of cases on hand from a high in 2007 of over 200,000 to under 50,000 in 2014. Work is continuing to reduce the backlog further.”

Foreword by the Chairperson of the Property Registration Authority

On behalf of the Property Registration Authority I am very pleased to introduce the Annual Report for 2014.

During 2014 the PRA continued to implement the strategies and objectives of the Strategic Plan for 2013-2015 and the Report contains detailed accounts and analysis under the various headings in the Plan. I am happy to report progress during 2014 under all of these headings.

The 'Completion of the Irish Land Register' continued as a key objective during 2014 and the ongoing growth of the Land Registry (over 2.1 million folios opened) resulting mainly from the Compulsory First Registration programme and the increase in activity in the property market in particular in Dublin and Cork. During 2014 over 3 million searching and certification transactions were processed through the landdirect.ie portal and excellent progress has been made in the extension of eRegistration services with the introduction of eCharges planned for 2015.

In the context of continuing to provide an efficient and effective service to our customers, the Land Registry despite a further 3% reduction in staff numbers in 2013, has reduced the backlog of cases on hand from a high in 2007 of over 200,000 to under 50,000 in 2014. Work is continuing to reduce the backlog further. Through our Spatial Information and Outreach programmes, the Registry provided valuable information to Local Government, Government Departments, State Agencies and Legal Bodies as well as the general public through seminars and the provision of detailed maps. I am pleased to report that all service delivery targets set out in our Customer Charter for both the Land Registry and the Registry of Deeds were achieved during the year.

The Authority exercised its Corporate Governance responsibilities through the work of the Audit Committee, Internal Audit Unit, the management of the Risk Register, Data Protection guidelines and a framework of Procurement procedures. It will be noted that an ICT Disaster Recovery Site is in place to enable ICT operations to be restored within 24 hours in the event of a disaster.

The Project Board established in 2013 to oversee the merger of the PRA, OSi and the Valuation Office continued its work throughout 2014. Appropriate sub-committees have been established and significant progress has been made towards the establishment of



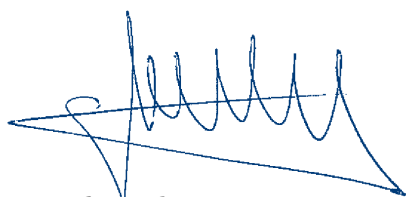
John T. Coleman
Chairperson

Taillte Éireann – the over-arching new Authority. It is hoped that Taillte Éireann will be established by legislation in the near future.

In the area of Finance, the Report documents that €47 million was remitted directly to the Exchequer in the form of fees collected by the PRA while at the same time and for the sixth consecutive year, actual expenditure was reduced by 2% to €28.8 million over the year 2013.

I would like to thank my fellow Authority members for their support and expertise throughout the year and to compliment the Management and Staff on their hard work and dedication. I would also like to take this opportunity to especially thank Authority members Denis Byrne, Paul McSweeney and Una Woods whose terms of office ceased during the year.

I look forward to working closely with all concerned again in 2015.



John Coleman
Chairperson,
Property Registration Authority

2014

at a glance



Intake
145,841



Output
151,956



Number of Folios
2,132,765



Number of changes
to the Register
381,483



Staff Numbers

502 (< staff levels in 1991)



Income

€47.1m

(increase of €10.5m over 2013)



Expenditure

€28.7m

(reduced by 38% since 2008)

Online Transactions

3.1m



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



our objectives

Completion of the Irish Land Register

1

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 2014. Certified titles represented 68% of first registration applications received in 2014 compared to 65% in 2013. 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.

A wider stakeholder engagement, by way of an online survey, was undertaken in 2014 in regard to extending “triggers” for first registration to transactions other than sales and leases. Overall the responses to the survey were positive and these will be considered during the course of 2015.

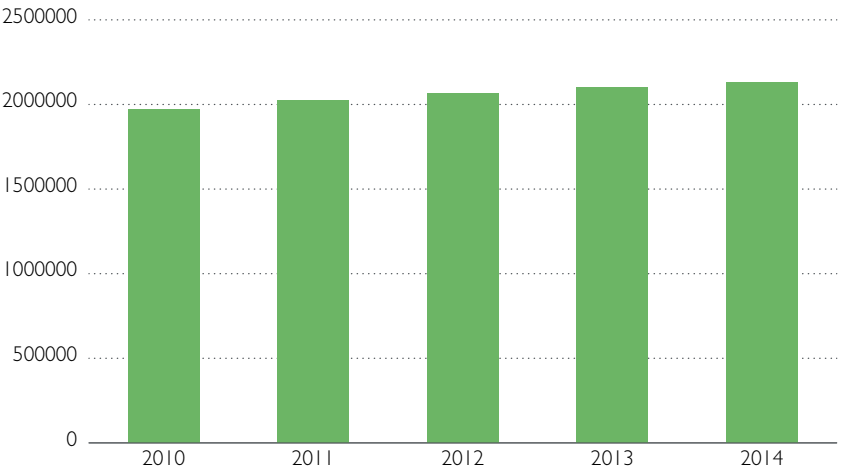
Initial consideration indicates that the passage of the legislation for the merger of the Authority, Ordnance Survey Ireland and the Valuation Office would provide a suitable legislative basis for Tailte Éireann, on its own volition in appropriate circumstances, to transfer titles from the deeds registration system in Registry of Deeds to the titles registration system in the Land Registry.

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.

our objectives

1

GROWTH IN THE LAND REGISTER 2010 - 2014

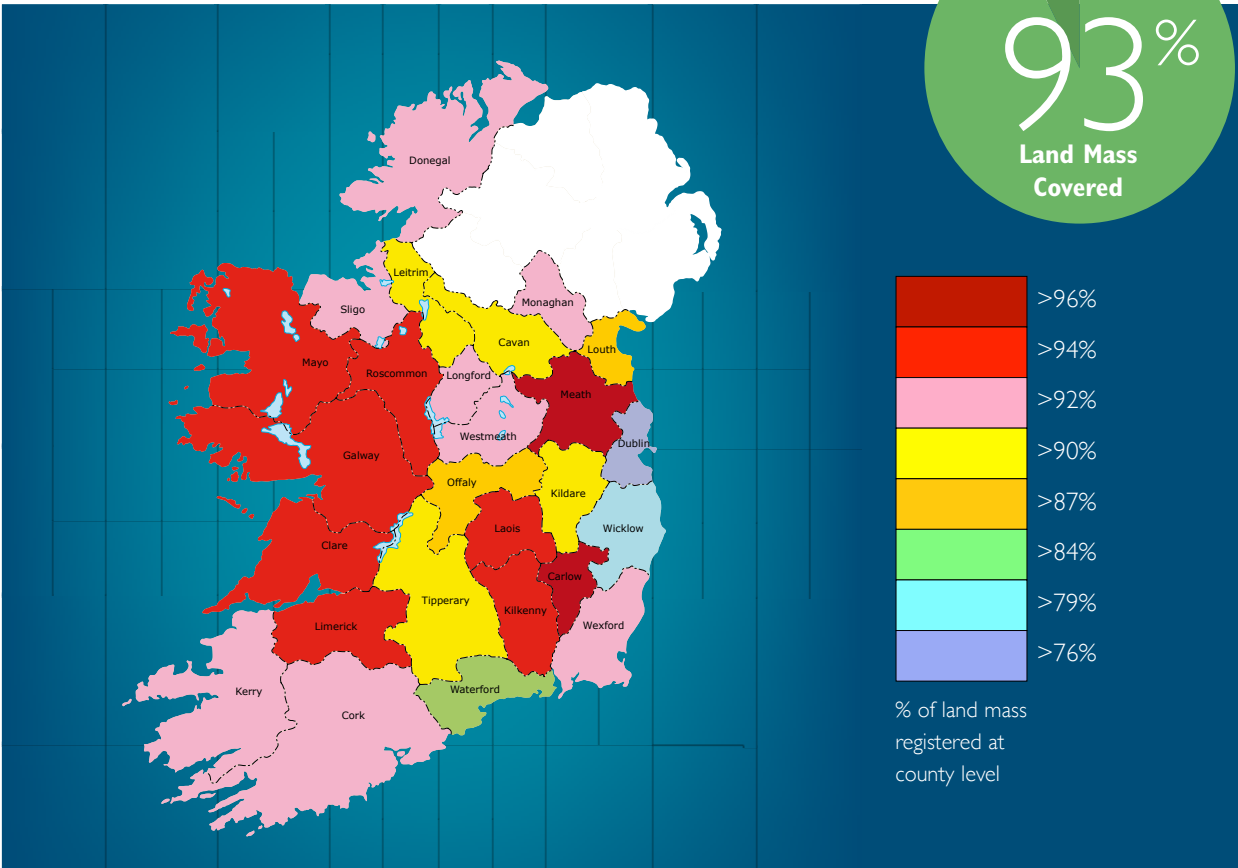


NUMBER OF FOLIOS IN THE LAST FIVE YEARS

2010	2011	2012	2013	2014
1,968,024	2,022,061	2,066,132	2,100,637	2,132,765

Land Mass Registered

93% of the land mass of Ireland is registered in Land Registry.



our objectives

Maintenance of a reliable and accurate system of land registration

2

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

Statutory Enactments

Legislation

In 2014, there was no primary legislation directly amending the Registration of Deeds and Title Acts 1964 and 2006.

The establishment of the Court of Appeal on 28th October 2014, by virtue of the Court of Appeal Act 2014 (Establishment Day) Order 2014 (S.I. No. 477/2014) will require that, in due course, the Rules and Forms that provide for the registration of judgment mortgages pursuant to Section 116 of the Land and Conveyancing Law Reform Act 2009, will specifically include judgments of the Court of Appeal.

The establishment of the Charities Regulatory Authority on 16th October 2014, in place of the Commissioners of Charitable Donations and Bequests for Ireland, necessitated some administrative changes to the Land Registry Practice Direction on Trusts of Land.

New and Revised Practice Directions in 2014

Other than minor administrative changes and updates, there were no substantive amendments made to the Practice Directions during 2014.

Legal Office Notices

A total of 7 new Legal Office Notices were published on the PRA's website www.prai.ie in 2014 and a number of existing Legal Office Notices were updated.

Spatial Information Services

The PRA public sector outreach programme to raise awareness of the value of LR spatial data is ongoing, with the Spatial Data Unit continuing to develop processes to facilitate the delivery of spatial data to both public and private sector organisations

The demand for Land Registry spatial and related data continues to increase with 195 requests for data received during 2014. This represents an increase of 85% compared to 2013.

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.

our objectives

2

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 PRA in developing the Spatial Information Unit which facilitates enhanced spatial data management, indicates an excellent return on investment in terms of both monetary savings and efficiency gains to the State and the Citizen.

SPATIAL DATA REQUESTS

Category of Requestor	No of Requests Completed	
	2013	2014
Local Authority	27	26
Government Department	5	22
State Agency	25	27
National Infrastructural Projects	9	24
Private	29	96
Total	105	195

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 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, in 2012 the PRA undertook a substantial exercise in stakeholder engagement which led to agreement on the scope of the project. The development work on these new services began in the second half of 2012.

Following a pilot programme in 2013, Phase 2 of eRegistration went live in October of that year. The system initially allowed for the electronic generation of deeds of transfer. The eRegistration system also allows for secure exchange of documents, electronic payment of fees and electronic notifications. It is planned that the functionality will be extended to Deeds of Charge in 2015. Also, a working group

our objectives

2

comprising of nominees of the Law Society, the Banking & Payments Federation Ireland and the PRA has been set up to examine the process of registering Priority Entries (a facility to protect the priority of a legal interest on a property) and how this process can be e-enabled.

A number of web services have also been made available which allow the developers of case management systems develop interfaces from these systems with those of the PRA. This will bring about considerable efficiencies for our customers.

Promotion of the new services continued in 2014 with seminars hosted by the local Bar Associations in Carlow, Limerick, Meath and Tipperary. This outreach programme will continue in 2015.

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.

our objectives

Customer Service

3

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 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.

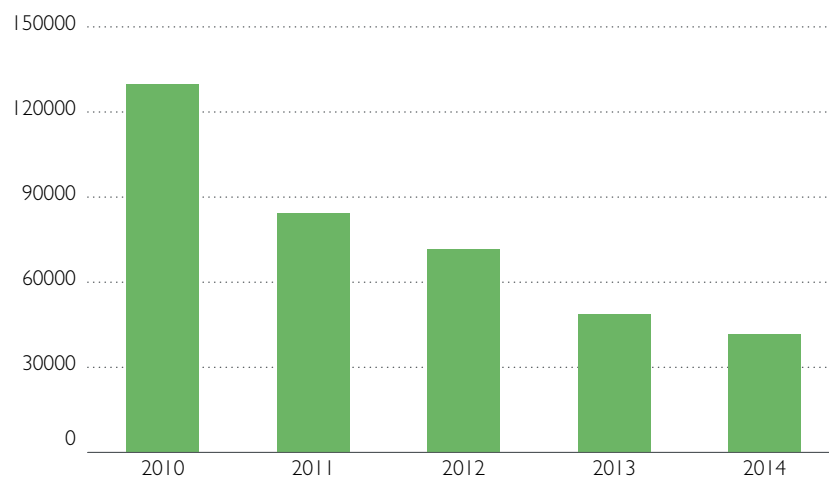
Number of changes to the Land Register: 381,483.

Cases on hand

The Land Registry continued to actively engage in clearance of cases throughout the year. 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.

In addition to the casework clearance programme, substantial progress has been made in respect of reducing 'turnaround times' – see Service Delivery Targets below.

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

LAND REGISTRY CASES ON HAND 2010 - 2014

our objectives

3

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.

During 2014, over 3 million searching and certification transactions were processed through the landdirect.ie portal.

Registration of Deeds

The number of applications submitted to Registry of Deeds during 2014 was 25,544, an increase of 13.6% on 2013.

The number of applications registered in the Registry of Deeds during 2014 was 24,643 which was a 10.5% increase on the 2013 figure. There was a 5 – 10 day working arrear 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 2014, the intake of consent applications increased by 5.7% (336 as opposed to 318), and the output was 203 compared to 299 in 2013, which represents a decrease of 32%. The year saw a 5.3% reduction in the intake of arbitration applications from 418 to 396 while output decreased by 43.5% from 476 to 269.

Details of the activity in 2014 and the comparative figures for 2012 and 2013 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 AND THE LEVEL OF USAGE OF ONLINE SERVICES

Year	2012	2013	2014
No. of professional users	17,657	19,829	20,281
No. of online transactions	2.9 million	3.1 million	3.1 million

our objectives

3

In 2014, the overall usage included 1,982,890 transactions using the Digital Map which includes records which were accessed through our landdirect.ie service by both Business Account holders and by non-account holders who wish to search our maps and view folios online without having to open and maintain an account. There were also 766,986 folio records accessed online.

There were 398,858 online transactions relating to the Registry of Deeds.

The PRA's websites are a valuable communication mechanism and a useful source of information for our customers. In July 2014, an extensive upgrade to our website www.prai.ie was implemented with a view to providing improved services to our customers. This work was done in-house using open source and commercial off the shelf software.

Data extracts from the Land Register

There is a facility to provide data extracts from the Land Register. Provision of the data is subject to certain terms and conditions and may involve the signing of a protocol or licence. Applications for data extracts may be made pursuant to:

- Land Registry Fees Order 2012 (Item 22)
- PSI Regulations S. I. 279/2005
- Other Specific Statutory provision

Service Delivery Targets

Land Registry

The target of 75% of cases, not requiring mapping, that are in order for registration, to be completed within 10 working days was achieved.

The target of 90% of Ground Rents Consent cases, that are in order, to be completed within 20 working days was not consistently achieved throughout the year.

The target for the issue of certified copy folio/title plans via landdirect.ie is set at 95% to be issued within 1 working day. This target was achieved in 2014 with 95% of copies issued within 1 day.

The target for Official Map Searches was achieved during 2014 with 97% of searches completed within 5 days.

The target for the availability of reference numbers for applications

our objectives

3

lodged by post or at public counters was achieved throughout 2014. Application reference numbers were available through landdirect.ie within 2 days of lodgement. Where the application was made using the eForm 17 facility, the reference number was available instantly.

Registry of Deeds

All of the service delivery targets set out in the Customer Charter were achieved throughout 2014. Accordingly:

Registrations were completed within 5 days

Vacates/Satisfactions were completed within 3 days

Official Searches were completed within 3 days

All abstract details were available online within 2 working days of registration

Copy Memorials were issued within 3 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 2014:

- Information Unit agents answered an average of 534 calls per day (average number of calls received per month in 2014 was 11078) based on an average of 20.75 days per month. The number of calls per month increased by 1569 from 2013 (average call per month figure in 2013 was 9509)
- 79% of incoming calls were answered by agents (21% of incoming calls were abandoned/rejected before being answered)
- The average time between answer and completion of a call is 1.42 minutes (in line with figures for 2013)
- On average, 70% of calls were answered within 60 seconds

our objectives

3

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 met once in 2014. Meetings of this group, which is representative of the PRAs main stakeholders (legal practitioners, financial institutions, local authorities, law searchers), provide a continuing opportunity for consultation on a range of issues and the dissemination of information on any changes planned or being introduced. It is anticipated that this forum will revert to meeting more frequently in the future to 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 2014. Details of these can be found at Appendix 10.

Visitors to the PRA

Since the completion of the PRA Digital Mapping Project and Folio computerisation, many Land Registration administrations from around the world have been inquisitive as to how this transition was planned, managed and successfully implemented. In this regard, 2014 was no exception with the PRA hosting delegations from China and Norway. The PRA is always willing to meet with practitioners from other jurisdictions and share the experiences of our success story. Each year, the PRA also facilitates Geomatics students from the Dublin Institute of Technology, Bolton Street by delivering a presentation on all aspects of PRA mapping. This provides the students with an appreciation of the concepts which underpin land registration in Ireland.

National Heritage Week

The Registry of Deeds again participated in National Heritage Week in 2014. A total of 10 tours were organised in the second last week of August 2014.

our objectives

3

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 2015.

Exhibiting at the National Ploughing Championship

In 2014, the PRA were delighted to take part, in conjunction with our merger partners, the Valuation Office and OSi, in a joint exhibition at the National Ploughing Championship which was again held in Ratheniska, Co Laois.

The purpose of the exhibition was to showcase our online services and to provide information to the public regarding the merger of our three organisations. Feedback received was very positive and we will continue to collaborate at future events.

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

4 applications for registration in the Irish language were completed in 2014.

Complaints Procedure

8 formal complaints were received during 2014 and were dealt with under the PRA's Complaints Procedure.

our objectives

Development and Maintenance of Resources

4

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

Optimising Strategic Human Resource Management for Economic Recovery

Our People

At the end of 2014, there were 548 employees in the PRA workforce equivalent to 501.69 full time equivalents (FTE), well within the target of 531 FTE to be achieved in 2014 under the Employment Control Framework. This represents a decrease of almost 3.17 % on 2013 and includes the following -15 voluntary transfers, 15 retirements, 2 resignations and 1 death in service.

Due to the rebound in the property market with resulting increases in levels of intake, staff releases on voluntary transfers were restricted during the latter half of the year. Sanction was given, as an exception to the moratorium, by the Department of Public Expenditure and Reform (DPER) to recruit 10 Temporary Clerical Officers (TCOs) to alleviate pressure of work in certain priority areas in Dublin during the summer months. A further sanction was given in October for 10 TCOs for a 10 week period.

The breakdown of FTEs across locations is as follows: Dublin 273.05, Waterford 163.61 and Roscommon 65.03.

A gender breakdown by grade and location is provided at Appendix 11. 59.31% of staff are female and 40.69% are male. The age breakdown of the workforce shows that nearly 30% of employees are over 55 years of age. The National Disability Authority target for the Public Service for employment of persons with a disability is 3% of total staff. In the PRA 6.20 % of employees declared themselves as having a disability in 2014.

Participation in the Performance Management Development System (PMDS) at 95.1% was once again amongst the highest in the civil service. The distribution of ratings came within civil service norms.

our objectives

4

Continuing Professional Development and Academic Achievements

The PRA has in place a suite of educational initiatives aimed at enhancing talent management and succession planning. These include refund of fees for self-selected third level courses. Fifteen staff availed of such refunds in 2014. However, there has been a gradual change in emphasis towards sponsored and incentivised organisation appropriate courses to ensure that there will be sufficient suitably qualified candidates available in the succession pipeline. The sponsored law scheme is for staff who undergo legal training at the King's Inns to qualify as Barristers. In 2014 there were 8 staff in total studying under this scheme. Certain technical ICT, spatial data and property related degree and masters courses are now incentivised and prefunded. 19 people in total were participating in this scheme during 2014.

Recent Successful Graduates

Among recent successful graduates were 2 Executive Officers, Rosemarie Carr in our Dublin Office and Cathal Whitney in Roscommon who were called to the Bar. James O'Boyle, Financial Controller, was awarded the MSc in Innovation Management in the Public Service, achieving first place in his class. This course has been developed by Letterkenny Institute of Technology and the University of Ulster in collaboration with the Office of An Taoiseach and the Offices of the First Minister and Deputy First Minister in Northern Ireland. Aileen McHugh, HR Manager, completed a Doctorate in Business Administration with Waterford Institute of Technology. Bryan Mc Mahon, Clerical Officer in the ICT Unit was awarded a BSc(Hons) Information Systems from Trinity College.

Aodhán Mac Domhnaill completed a certificate course in mediation with the Institute of Public Administration, was accredited as a member of the Mediators' Institute of Ireland (MII) and now serves as a member of the Civil Service Mediation Panel. Other educational awards obtained by PRA staff include certificates and diplomas in HR, Train the Trainer, Business Studies, Web Design and Project Management.

our objectives

4



Rosemarie Carr

Barrister at Law

King's Inns



Cathal Whitney

Barrister at Law

King's Inns



Aileen McHugh

Doctorate in Business Administration

Waterford Institute of Technology



James O'Boyle

MSc in Innovation Management in the Public Service

University of Ulster & LYIT



Bryan McMahon

BSc (Hons) in Information Systems

Trinity College, Dublin



Siobhán Brooks

CIPD Diploma in Human Resources Practice

Institute of public Administration



Alan Kearns

Certificate in Human Resource Management

Waterford Institute of Technology



John Ryan

Certificate in Human Resource Management

Waterford Institute of Technology



Breda Fell

Certificate in Project Management

Waterford Institute of Technology



Ian Galvin

Diploma in Web Design

IBAT College Dublin



Brenda Roche

Higher Certificate in Business Studies

Waterford Institute of Technology



Áine Ruddy

'Train the trainer' course

The Open College



Eoghan Hughes

'Train the trainer' course

The Open College



Brian O'Meara

'Train the trainer' course

The Open College



Shea Cashman

'Train the trainer' course

The Open College



Maria Forkin

'Train the trainer' course

The Open College



Aodhán MacDomhnaill

Certificate in Human Resource Management

Waterford Institute of Technology

Certificate in Mediation

Institute of Public Administration

our objectives

4

Attendance Management

It has been demonstrated that levels of sick absences in the workplace are higher in the public sector and are gender and grade dependent. In the Irish civil service it has also been shown that such absences are not only lower among managerial but also professional and technical grades.¹ It can be said, therefore, that the workforce profile in the PRA, with its high level of females in generalist clerical and executive grades would predispose the organisation to certain levels of sick leave. In this respect a self-imposed organisation target of 4.8% lost time rate has been adopted as appropriate in the circumstances. Whilst total sick leave declined in the period 2010-2014, the lost time rate has remained in excess of 5%. However, the recent halving of sick leave limits before pay is affected, introduced by DPER, has yet to take full effect. It is fully expected that, with this emerging deterrent in tandem with stringent PRA absence management, the PRA target will be achieved in due course.

In 2014 the overall cost of absences through sick leave decreased by 15.15% over 2013, amounting to a reduction of 59.77% since 2007. The overall number of sick days taken in 2014 was 6,446.82, a 10.15% reduction on 2013. The number of uncertified absences has stabilised in 2014, but shows a decrease of 58.19% over time since 2007. Details of sick leave for the last five years can be found in Appendix 11.

Providing Support for the Merger

The HR Manager is a member of the Merger Strategic HR and Change Management Working Group. This group has been involved in conducting the merger baseline survey, drafting the Merger Communications Strategy, HR Strategy and Change Management Strategy and in assisting with the drafting of the mission, vision and values of Tailte Éireann. The Assistant HR Manager is a member of the Working Group on Central Shared Services which has examined the issues relating to participation of the merged organisation in central shared services initiatives and alignment of HR processes across the three organisations.

¹ C&AG Special Report: Sickness Absence in the Civil Service, August 2009;
UK Office for National Statistics : Sick Absences in the Labour Market, February 2014

our objectives

4

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 2014 resulted in the achievement of further reductions in respect of both current and capital expenditure. Costs have been decreasing on an annual basis since 2008.

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.

our objectives

Corporate Governance

5

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. Four meetings of the Audit Committee were held in 2014.

our objectives

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Internal Audit Unit

Audits are conducted by the Internal Audit Unit across the range of activities of the PRA including financial, operational and governance. Nine audits were completed in 2014. 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.

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,

our objectives

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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.

our objectives

Cost efficiency

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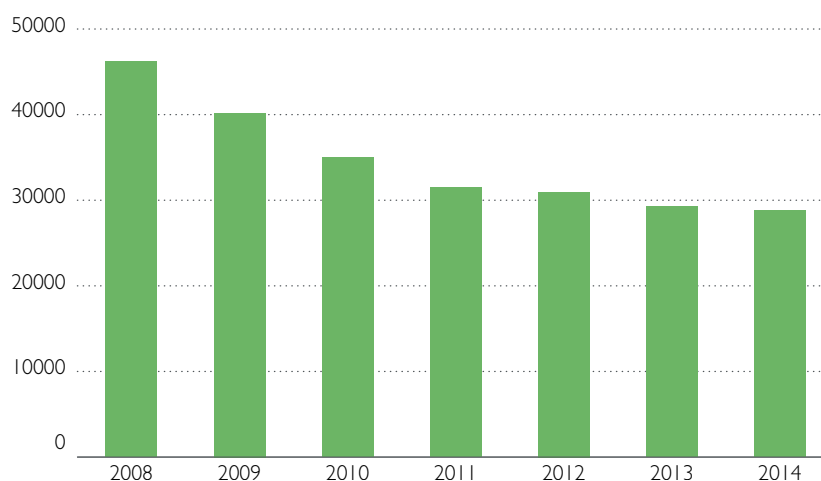
To ensure cost efficiency in all activities supervised by the Authority.

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 sixth consecutive year it can be reported that the PRA has reduced net expenditure. Actual expenditure from the PRA Vote for 2014 amounted to €28.7m (as against €29.3m for 2013 – a decrease of 2%). It is worthy of note that since 2008 net expenditure has reduced by 38% (2008 net expenditure €46.2m)

NET EXPENDITURE 2008 -2014 (€000)

our objectives

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Cost efficiency is also being achieved by:

- the use of teleconferencing where possible to minimise the need for the payment of travel expenses
- facilitating the provision of unoccupied space in PRA office buildings to other organisations
- the use of Conference Rooms in the PRA by other State agencies at no cost thereby saving the cost which would be incurred in the use of external Conference facilities.

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.

our objectives

Synergies

7

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. Mr John O'Sullivan, Commissioner of Valuation, was appointed as Chief Executive Officer (Designate) of the merged organisation with effect from 1st July 2013. Seven meetings of the Project Board were held in 2014.

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. Considerable progress has been made in the work of all groups and in particular, with regard to the following key areas:

- Tailte Eireann was approved as the name of the new organisation
- It was decided that the organisation will be governed by a statutory board
- A mission and vision for the organisation were agreed
- A website for the new organisation www.tailte.ie was launched
- Legislation for the establishment of Tailte Eireann is progressing
- Implementation of a common telephone system at an advanced stage with integration of the Valuation Office into the PRA's telephony network completed in 2014
- Work is ongoing on establishing a brand for the new organisation

our objectives

7

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 (<https://e-justice.europa.eu/home.do?action=home&plang=en>) 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.

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 with eJustice portal developments.

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

our objectives

7

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. The PRA is an active participant of this Association.

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 2014, the WPLA published its inaugural report on Benchmarking of Land Administration systems in the UNECE region. WPLA wishes 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. WPLA intends to update its benchmarking data on an ongoing basis.

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 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

our objectives

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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 continues to support this strategy and directive by providing 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.

Collaborative Input and Academic Quality Assurance

As part of continuous and rigorous QA procedures, Academia

our objectives

requires industry representatives to sit on Programme, School and College Review Boards. These Boards help to ensure the relevance and quality of all undergraduate and graduate programmes. Deputy Registrar Greg Mc Dermot has been invited to act as External Examiner to the BSc(Hons) Geomatics Degree programme in DIT and commenced this role during mid-2014.

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

229 enquiries were received from members of the Oireachtas and dealt with via e-mail during 2014

13 Parliamentary Questions were tabled by members of the Oireachtas and dealt with during 2014

Office of the Ombudsman

3 letters were received from the Ombudsman's Office relating to complaints in 2014. All cases were resolved by end of 2014.

our finances

Financial Report - Summary 2014

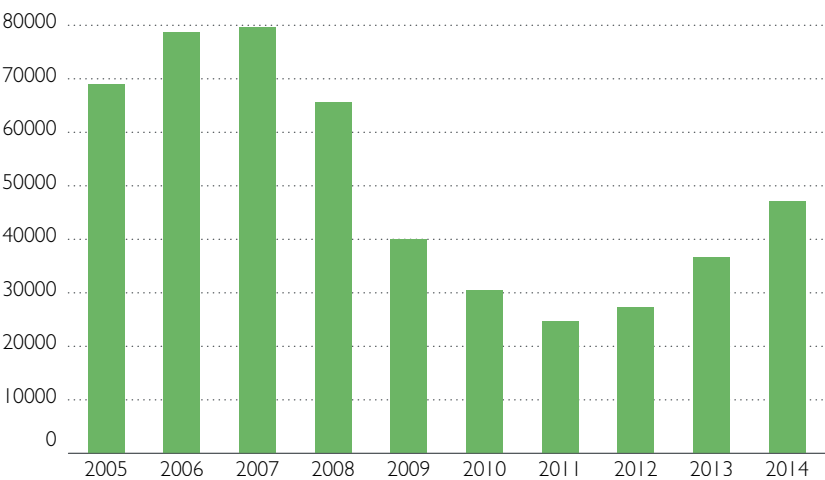
Fees

Fees received by the Property Registration Authority amounted to €47.1m in 2014 as against €36.6m in 2013. This was an increase of €10.5m or 29% over 2013 receipts.

All fees collected by the PRA are remitted to the Exchequer on an ongoing basis. On that basis therefore, in excess of €47m was remitted directly to the Exchequer by the Property Registration Authority in 2014.

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 (€000)



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.

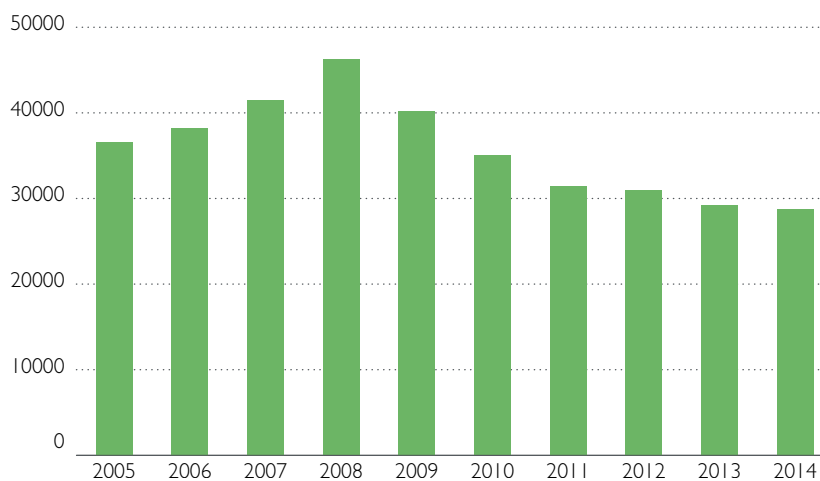
For the sixth consecutive year it can be reported that the PRA has reduced net expenditure. Actual expenditure from the PRA Vote for 2014 amounted to €28.7m (as against €29.3m for 2013 – a decrease of 2%). It is worthy of note that since 2008 net expenditure has reduced by 38% (2008 net expenditure €46.2m).

Of the total net sum expended of €28.7m, net expenditure on Salaries amounted to €21.8m; this represented 76% of all expenditure.

Total net Current Expenditure for 2014 amounted to €28.2m as against €29.1m for 2013 (a decrease of €0.9m).

Capital Expenditure for 2014 amounted to €0.6m, an increase of some €0.4m on capital expenditure in 2013.

NET EXPENDITURE 10 YEAR SUMMARY (€000)



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:

- €3.6 m under Vote 7 - Superannuation and Retired Allowances
- €0.8m under Vote 10 - Office of Public Works
- €0.3m under Vote 19 - Financial Shared Services
- €2.6m notional rents on State-owned properties

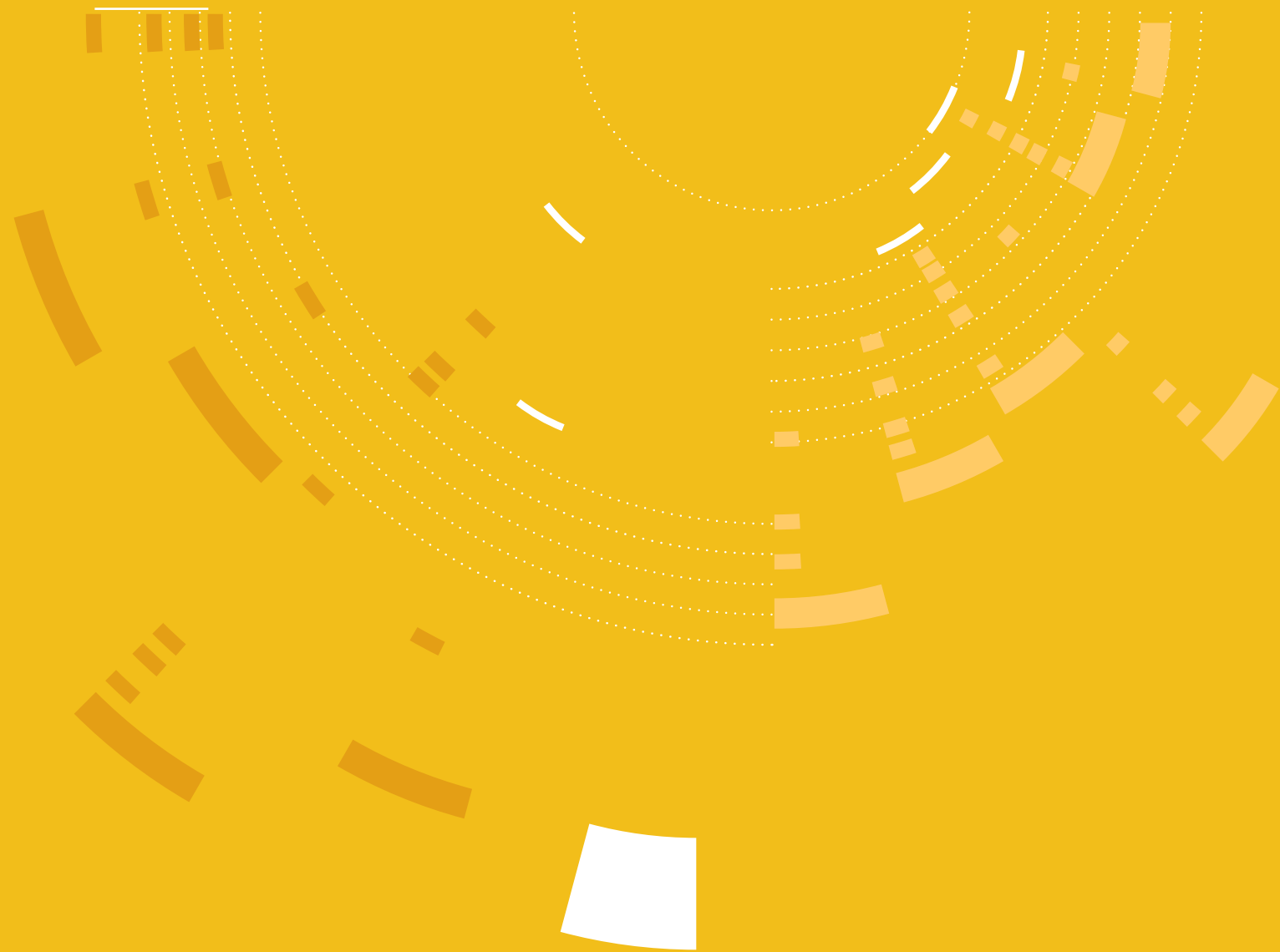
Therefore, inclusive of apportioned costs borne elsewhere, the total expenditure in 2014 increased to €36.1m (2013 €36m).

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 2014 in total five invoices incurred late payment penalties. The value of all invoices that were paid late amounted to €2,340. The total interest paid during 2013 resulting from late payments amounted to €300.

Appendices



appendix

Financial Summary

1

Statement of Expenditure	2014 €000	2013 €000
Salaries and Wages	23,082	24,025
Travel and Subsistence	106	111
Compensation	108	75
Ordnance Survey	3,000	3,000
Geodirectory	70	70
Training	179	150
Cleaning	307	297
Miscellaneous	326	380
Authority and Audit Committee Fees	89	91
Post	335	302
Telecoms	319	298
IT Current	711	901
IT Capital	559	166
Office Machinery and Supplies	238	172
Office Maintenance	124	158
Light and Heat	325	300
Office Furniture	20	42
Consultancy	25	12
Total Gross Expenditure (Vote 23)	29,923	30,550
Less Pension Levy	(1,177)	(1,276)
Net Expenditure (Vote 23)	28,746	29,274

appendix

1

FEES COLLECTED BY PRA

	2014	2013
	€000	€000
Land Registry Fees	45,799	35,543
Registry of Deeds Fees	1,206	1,034
Ground Rent Fees	59	57
Total Fees	47,064	36,634

STAFF COSTS AND EMPLOYEE NUMBERS

	2014	2013
Staff serving at end of Year	502	518
	€000	€000
Pay	21,628	22,500
Other allowances	95	95
Overtime	124	164
Employer's PRSI	1,235	1,266
Total Staff Costs	23,082	24,025

appendix

1

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.

appendix

1

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,
- 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

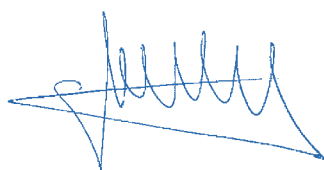
appendix

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

2

..... 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

appendix

Land Registry Workflow – All Categories

3

TABLE 1

Year	2014	2013	2012
Changes to the register	381,483	387,123	445,112

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 2

Application Type	Year	Intake	Output	Cases under query	Work in progress
Applications for Registration	2014	140,148	147,020	9,290	42,322
	2013	119,532	141,248	10,190	48,927
	2012	148,278	161,426	14,920	71,755
Examiners Cases (First Registration)	2014	4,500	3,845	3,280	10,978
	2013	3,651	3,568	2,544	7,467
	2012	6,108	3,588	2,688	9,994
Section 49 cases (Adverse Possession)	2014	719	843	1,236	2,301
	2013	712	818	1,186	2,277
	2012	1,179	1,088	2,742	2,388
Prescriptive Easements	2014	474	248	366	839
	2013	391	179	261	613
	2012	443	70	101	401
Ground Rent Applications	2014	732	472	360	808
	2013	736	775	746	2,070
	2012	1,027	1,129	421	218
Land Commission Cases	2014	9	99	43	59
	2013	56	132	208	143
	2012	46	200	165	316
Title Plans & Copy Folios	2014	117,606	122,958	90	1,925
	2013	98,148	108,872	102	1,928
	2012	119,856	125,073	37	2,110
Scheme Map Approval	2014	353	1,524	264	1,072
	2013	148	282	237	1,079
	2012	260	566	193	928
Copy Instruments	2014	19,588	18,894	136	2,278
	2013	10,043	8,672	164	532
	2012	8,464	7,664	65	590
Official Map Searches	2014	435	569	0	1
	2013	510	565	0	0
	2012	81	268	15	54

For comparison purposes Table 2 shows the breakdown of the various application types for 2014, 2013 and 2012 at 31st December. The figures shown for Registrations, Examiners cases and Section 49 cases will vary compared to the Report for 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.

appendix

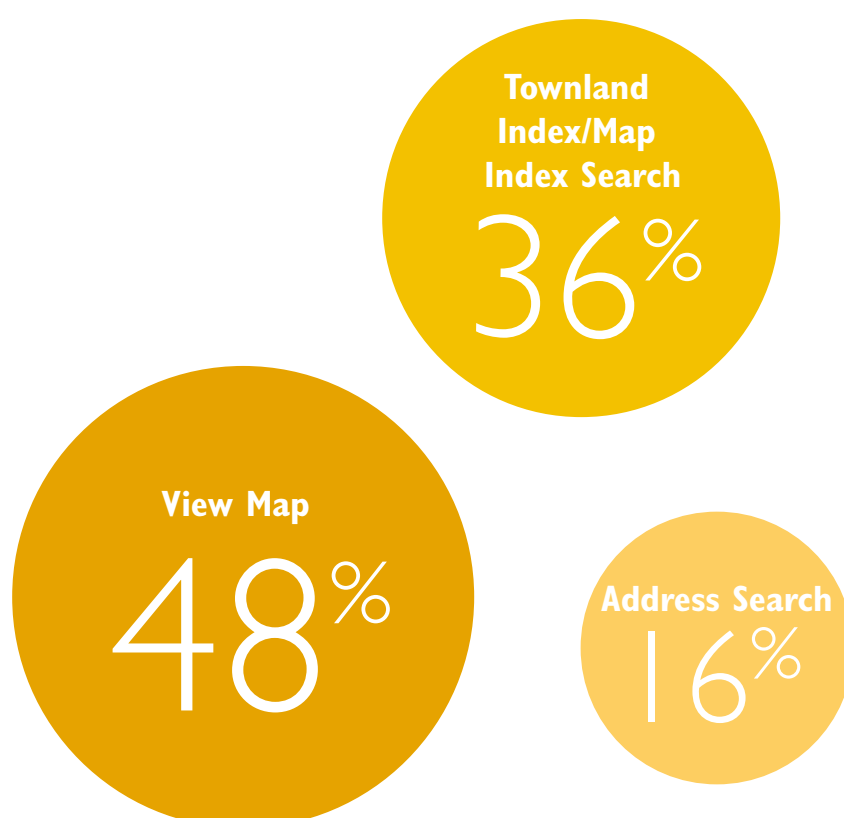
Digital Mapping Activity

4

Table 3 shows the level of activity undertaken online in respect of our Digital Mapping service. This year is the first full year where statistics as to activity are available. Some of these services are alternative mechanisms for undertaking searches and others are new services.

TABLE 3

2014	Address Search	Townland Index/Map Index Search	View Map	Total
Total	330,420	70,3968	948,502	1,982,890



appendix

Grounds Rents Activity

5

Table 4 below summarises the level of activity in relation to the Ground Rents Purchase Scheme operated by the PRA.

TABLE 4

	Year	Intake	Ouput
Arbitration Cases	2014	396	269
	2013	418	476
	2012	457	494
Consent Cases	2014	336	203
	2013	318	299
	2012	570	635
Total	2014	732	472
	2013	736	775
	2012	1,027	1,129

appendix

Authority Meeting

6

Six meetings were held during 2014. The number of meetings held during the membership of each Authority Member in 2014 and the number of meetings he/she attend are shown on the following table.

TABLE 5

Members serving in 2014	Meetings held during membership	Total attended
John T. Coleman, Chairperson	6	6
Frank Branigan	6	6
Denis A. Byrne	5	5
Seamus Carroll	6	3
Liam Daly	5	5
John Fitzgerald	5	5
Deirdre Fox	6	5
Michael Kelly	6	6
Ciara O'Callaghan	1	1
Helen Murray-O'Connor	5	5
Paul McSweeney	1	1
Teresa Pilkington	6	5
Una Woods	5	3

Notes:

- The term of office of Denis Byrne, Paul McSweeney and Una Woods ended during 2014.
- The following reappointments/appointments were made to the Authority during 2014 (some related to positions that were vacant at the end of 2013): John J. Coleman, Seamus Carroll, Michael Kelly, Liam Daly, John Fitzgerald, Ciara O'Callaghan and Helen Murray-O'Connor.
- There was one vacancy on the Authority at the end of 2014

appendix

6

Fees

The annual fee payable to the Members of the PRA for 2014 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 2014.

During 2014

- A total of €88,149 fees were paid to Members of the PRA [in 2013 it was €89,217.39 and in 2012 it was €92,340.00]
- In addition €3,571.64 Travel and Subsistence was paid to the PRA Members [in 2013 it was €3,433.02 and in 2012 it was €4,682.85]

appendix

Sub-committee meetings

7

Members of the Authority also attended a number of sub-committee meetings during 2014.

TABLE 6

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				
Denis A. Byrne	3	3		
Seamus Carroll				
Liam Daly				
John Fitzgerald				
Deirdre Fox				
Michael Kelly	4	4		
Helen Murray-O'Connor				
Paul McSweeney				
Teresa Pilkington				
Una Woods				

Notes:

- The Audit Committee also includes members who are external to the PRA.
- 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.

appendix

Membership of the Registration of Deeds and Title Rules Committee

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..... 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 2014

- The Hon Ms. Justice Marie Baker, Judge of the High Court (Chairperson)
- 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

appendix

Overview of Energy usage in PRA buildings in 2011 (as required by S.I. 542 of 2009)

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Overview of Energy Usage in PRA buildings in 2014

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 and gas/oil are used for heating in the Roscommon office.

The total energy usage for the premises occupied by the PRA – including the office located in the Four Courts in Chancery Street was:

- 1087.28 MWh of electricity;
- 2370.43 MWh of fossil fuels;
- 358.17 MWh of renewable fuels.

In 2014, the Optimising Energy at Work campaign was introduced to our premises in Henrietta Street and the Talbot Mall.

In all buildings there is an ongoing campaign to encourage staff to turn off office equipment and lights. Other actions taken in 2014 included:

- the installation of a BMS
- out of hours heating reduced
- used bulbs replaced by lower wattage energy saving bulbs
- timer control switches installed in some areas
- sensor lighting installed in appropriate areas.

Actions Planned for 2015

- The Optimising Energy at Work campaign will be operational in all PRA premises
- Staff awareness of energy saving practices will be improved
- Light fittings to be fitted with more efficient lighting systems
- Install timer control switches in PRA premises where possible

appendix

Outreach programme – presentations, seminars and conferences

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TABLE 7

Topic	Group	Speaker
Land Registration Rules, eRegistration, Trusts and FR Documentary Title	Kildare Bar Association	John Murphy
The PRA and Cases of Insolvency	Solicitors CPD	John Murphy
Registered and Unregistered Land, PRA Requirements re Leases of Apartments, MUD Act, Judgement Mortgages	Apartment Owners Network	John Murphy
Trusts	Dublin Solicitors Bar Association	John Murphy
First Registration Based on Possession	Monaghan Bar Association	John Murphy
Merger	Law Society of Ireland	Greg McDermott
Property Registration and State Property Asset Register	OPW Local Authorities	Greg McDermott
Process for registering bulk transfers of mortgages.	Dublin solicitors	Fergus Hayden, Ray Duffy
eRegistration	Carlow Bar Association Limerick Bar Association Meath Bar Association Tipperary Bar Association	Peter McHugh Carmel O'Shea
landdirect and other Electronic Services	Law School	Peter McHugh
Digital Mapping	Geomatics Students, DIT	Maria Forkin
General Mapping Presentation	Delegations from China and Norway	Maria Forkin
Legal Briefing/landdirect	Garda Síochana Department of Arts Heritage & Gaeltacht Solicitors, Roscommon Chief State Solicitors Office	Siobhan Brooks

appendix

HR Statistics

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TABLE 8

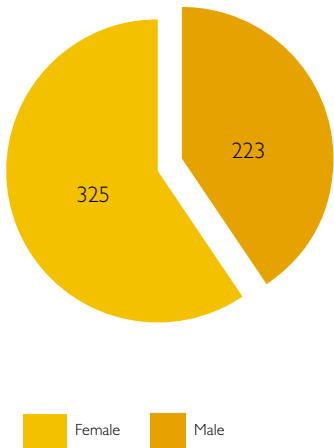
Year	Total Sick Leave	Average no of sick days per FTE	%Decrease/ Increase	Lost time Rate
2010	8,447.22	14.05	+0.02%	6.14%
2011	6,596.93	11.31	-21.9%	4.94%
2012	6,466.10	11.66	+1.98%	5.09%
2013	7,175.20	13.67	+17.23	5.97%
2014	6,446.82	12.77	-6.58%	5.58%

appendix

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TABLE 9

Grade	Female	Male
Deputy Registrar		4
Chief Examiner of Titles		3
Examiner of Titles	2	3
Corporate Services Manager		1
Financial Controller		1
Human Resources Manager	1	
Assistant Principal	13	11
Higher Executive Officer	31	18
H.E.O. Systems Analyst		2
Executive Officer	106	40
Executive Officer Jnr Systems Analyst		1
Staff Officer	9	7
Clerical Officer	126	49
Head Services Officer		2
Service Officer (P/K allowance)		8
Service Officer		2
Head of Mapping		1
Chief Superintendent Mapping		2
Senior Mapping Manager		2
Regional Mapping Director		4
Superintendent of Mapping	6	14
Examiner in Charge	12	23
Examiner of Maps	19	25
Grand Total	325	223
Grand Total	59.31%	40.69%



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

notes





An tÚdarás Clárúcháin Maoine
The Property Registration Authority

