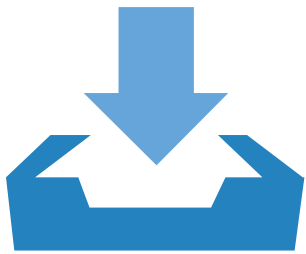


Property Registration Authority
Annual Report
2016



An tÚdarás Clárúcháin Maoine
Property Registration Authority

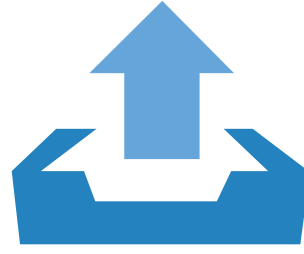
2016 at a Glance



171,391

(+1%)
since 2015

INTAKE



164,307

(-2%)
since 2015

OUTPUT

2,193,495

(+1%) since 2015



**NO. OF FOLIOS
ON THE
REGISTER**



366,734

(-14%) since 2015

**NO. OF CHANGES
TO THE
REGISTER**

8.2 million (+ 48%)
since 2015



**ONLINE
ACTIONS**



489 (+2)
since 2015

**STAFF
NUMBERS**



58 million

(+1%) since 2015

FEE INCOME



28 million

(-3%) since 2015

EXPENDITURE

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Part 1: **About the PRA**

1.1 The Role of the Property Registration Authority

The Property Registration Authority (PRA) was established on the 4th of 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 approximately 86% 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 as a strategic goal the completion of the 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:

1. To provide and maintain a system of registration of Titles and Deeds in accordance with the relevant legislation
2. To promote and extend the registration of ownership to land
3. To deal with applications under Part 3 of the Landlord and Tenant (Ground Rents) (No. 2) Act, 1978
4. To 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. To provide reliable and comprehensive information and certification services
6. To maintain financial viability

1.2 Mission & Values

The Authority's mission is to safeguard property rights and facilitate property transactions by maintaining and extending a comprehensive system of registration of title in Ireland and promoting its use.

VALUES:



Service to Customers

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



Good Governance & Value for Money

The Authority is committed to compliance with high standards of governance and probity, and to conducting its business in a cost-effective manner



Public Interest

The Authority is carrying out its functions in the public interest in an open and transparent manner



Consultation

The Authority is committed to consultation with its stakeholders in the ongoing development and delivery of its services



Commitment to Staff

The Authority values the dedication of its staff and is committed to supporting them in delivering a high quality service to its customers and in developing fulfilling careers within the organisation



Dynamism

The Authority is committed to embracing and managing change, including the development and application of technological advances and working practices, aimed at improving the Authority's efficiency and the customer experience

1.3 Members of 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



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 & 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



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 & Senior Lecturer, School of Transport Engineering, Environment & Planning, DIT, Bolton Street



Aodhan MacDomhnaill

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



Teresa Pilkington

Teresa is a Senior Counsel and Practising Barrister nominated by the Bar Council of Ireland



Yvonne Quinn

Yvonne is a practising Barrister and a member of the Bar Council of Ireland

1.4 Members of the Management Board & Legal Services Unit

MANAGEMENT BOARD



Liz Pope
Chief Executive



Tom Brosnahan
Head of Mapping



Dr. Aileen McHugh
Human Resources
Manager



John Murphy
Deputy Registrar
(Legal)



James O'Boyle
Financial Controller



Henry Sullivan
Chief Information
Officer



Aidan Timmins
Casework &
Customer Service
Manager

During 2016, the following staff also served on the Management Board: Frank Treacy, Ray Duffy, Greg McDermott.

LEGAL SERVICES DIVISION



John Cahill
Chief
Examiner of
Titles



John O'Shea
Chief
Examiner of
Titles



Frank Branigan
Examiner of
Titles



Seamus Cashman
Examiner of
Titles



Michael Clarke
Examiner of
Titles



Ann Fetton
Examiner of
Titles



Áine Ruddy
Examiner of
Titles

During 2016, the following staff also served in the Legal Services Division: Gerry Collins, Paul Doyle.

1.5 Foreword by the Chairperson of the Property Registration Authority

On behalf of the Property Registration Authority I am pleased to introduce the Annual Report for 2016.

The Report gives a comprehensive account of all the activities of the Authority during the year with the appropriate graphics for easy reading.

The new Code of Practice for the Governance of State Bodies – Business and Financial Reporting requirements which came into effect on 1st September 2016 requires me to furnish a comprehensive report to the Minister confirming our compliance with this Code. This has been carried out as required. In addition, the Statement by the Accounting Officer in Internal Financial Control can be seen at page 25.

The primary goal of the Property Registration Authority (PRA) continues to be the completion of the Irish Land Register, when all property and lands will be registered for the benefit of not only the individual property/land owner, but for the population as a whole. A secure registered title facilitates simpler conveyancing procedures when buying, selling or mortgaging. Additionally, the Government and Local Authorities rely on accurate land registration details for mapping purposes and for the purpose of strategic planning of public services and infrastructure.

During the year a working group was established to explore new initiatives with regard to completing the register. Consideration is continuing in regard to extending “triggers” for first registration to transactions other than sales and leases. Among their recommendations was the commissioning of a research study by external contractors to estimate the value of a complete Register, to the State and its citizens. The present position is that over 93% of the total land mass comprising 86% of titles in Ireland is securely registered in the Land Registry. The remaining titles are operated by the Registry of Deeds. Both systems as a result of the Registration of Deeds and Title Act 2006 are under the control of the PRA.



The number of changes made to the Land Register during the year was 366,734 representing a 1% increase over 2015, bringing the number of folios on the register to a total of 2,193,495.

To maintain a reliable and accurate system, the PRA uses two dedicated units - The Process Assurance Unit and the Quality Assurance Unit, to randomly monitor and assess casework. The groups constantly examine/review all aspects of the registration process with a view to making sure that the system is accurate at all times. This includes map maintenance, data integrity and overall quality of registration.

In the area of ICT systems and data protection, a PRA dedicated team uses best breed security technologies to protect against the threat posed by illegal or accidental actions against the PRA, which includes cyber attacks.

A detailed chart in the Report outlines how the Authority met the needs of our customers in 2016. The chart shows that both the Land Registry and Registry of Deeds delivered an almost 100% success rate when comparing their outcomes in this area over their targets.

Other points of interest in the Report relate to gender balance and employment of persons with disability. 60% of staff (316) are female and 40% (210) are male. The National Disability Authority public service target for employment of persons with a disability is 3.5%. The rate in the PRA during 2016 was 6.65%.

In April 2016, the Governance Framework of the Property Registration Authority was published. This framework was prepared in line with the principles and requirements set out in the Corporate Governance Standard for the Civil Service.

Progress continued to be made in 2016 towards the merger of the Property Registration Authority, Ordnance Survey (OSi) and the Valuation Office (VO), with the transfer of the functions of the VO and OSi to the Department of Justice and Equality effective from 1st January 2016. Work continued with the Office of the Parliamentary Council on the drafting of the Tailte Éireann Bill and work is ongoing on the development of a Corporate Data Model for Tailte Éireann, covering the key operational data in the three organisations.

The PRA Spatial Information Unit continued its valuable work to facilitate the delivery of spatial data both to the public and private sector. Members of the Unit distinguished themselves by winning a coveted award at the Civil Service Excellence and Innovation Awards, (first place in the category of Collaboration) for their project entitled 'Digital First – Spatial Data Solution'.

In 2016 there were 8.2 million actions conducted through landdirect.ie, a facility to enable both business account holders and non- business account holders to view maps and folios on line. There were 401,622 online transactions relating to the Registry of Deeds and more than 31,000 paperless applications were lodged and registered in the Land Registry.

The total fee income for the PRA for 2016 was €58 million and total expenditure amounted to €28 million.

Finally I would like to thank all involved during 2016, both the staff and Authority members for their dedication, hard work and support throughout another successful year for the PRA.

John T. Coleman
Chairperson

1.6 Summary by the Chief Executive of the Property Registration Authority

Welcome to the Property Registration Authority's annual report for 2016, the first such report under our Strategic Plan 2016-2018.

This report outlines the work of the Authority during 2016, the progress made on our strategic objectives and details of our performance during the year. It also outlines the challenges that the organisation faced in delivering on our core objectives of providing a high quality property registration service in the context of a recovering property market and the challenge of the ongoing delivery of a complete, accurate and robust property register.

Mirroring the five core strategic goals set out in the Strategic Plan 2016-2018, this annual report sets out the progress made under the headings of:

1. Promoting and extending the Irish Land Register;
2. Maintenance of a reliable and accurate system of land registration;
3. Meeting the needs of the customer;
4. Delivering the goals in a reformed public service; and
5. Optimising the use and value of the Register.

The core objective of completing the Land Register was a priority in 2016, as the Property Registration Authority strengthened its engagement with its customers and stakeholders to grow the level of registered properties in Ireland. At the same time, significant steps were taken to ensure the quality and accuracy of the Register, and its promotion as a source of information for customers and other public and private sector organisations.

Looking ahead, while significant progress has been made over the course of 2016, the Property Registration Authority faces significant challenges in the coming years. Increased levels of activity in property development and in the housing market more generally are bringing increased demands on the organisation. We will continue to transform how we deliver our services in order to meet this increased demand, while still ensuring a high quality service.



We will also continue to work towards the merger of the Property Registration Authority with the Valuation Office and Ordnance Survey Ireland, into Tailte Éireann. To this end we are engaging with our partner organisations, as well as our colleagues in the Department of Justice and Equality, both at strategic and operational levels.

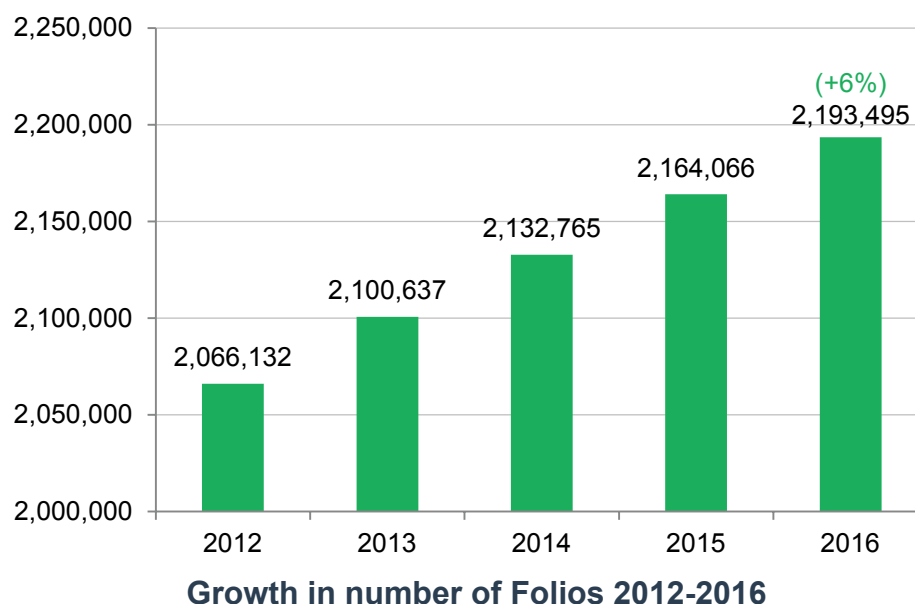
The role of the Authority in providing oversight and assistance has been, and will continue to be, important in identifying priorities and giving direction to the organisation. I would like to thank the Chair of the Authority, John Coleman, and all the members for the important role they play and the support provided.

I would also like to take this opportunity to thank and commend our staff for their hard work and commitment over the course of 2016. Their dedication and engagement underpins everything that we do and I look forward to continuing our work together in 2017 and beyond.

Liz Pope
Chief Executive

Part 2:
**Progress Towards
Goals**

2.1 Goal 1: Completion of the Irish Land Register



Goal: To accelerate the completion of the Irish Land Register.

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.

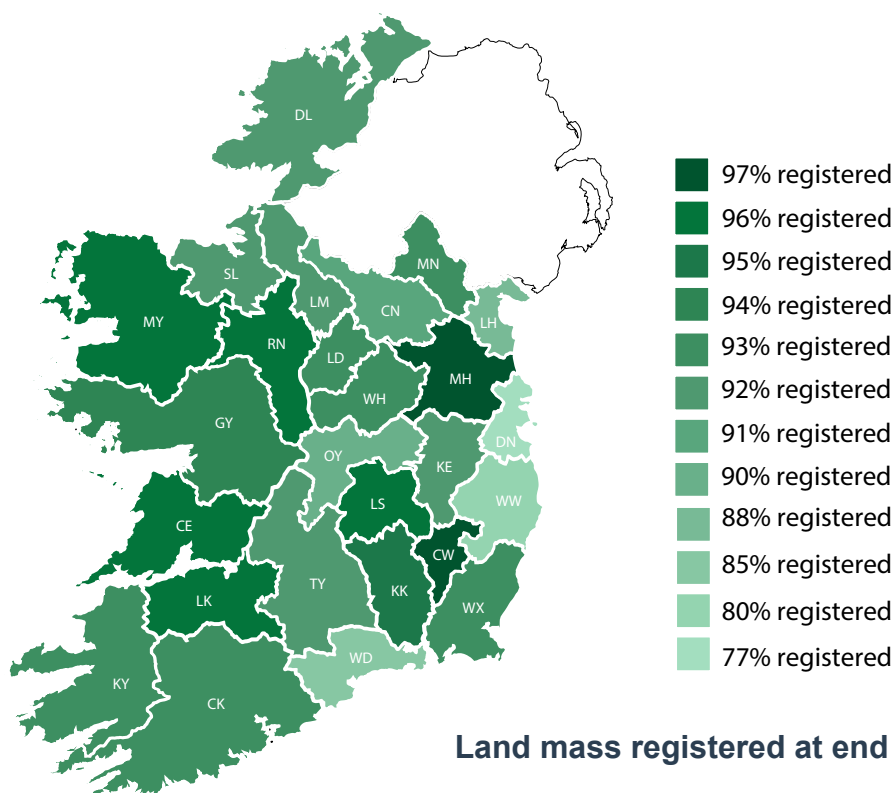
The level of voluntary certification in compulsory first registration areas continued to increase during 2016. Certified titles represented 74% of first registration applications received in 2016 compared to 73% in 2015. This was due to the continuing successful “engagement” programme utilising the expertise 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 Legal Services Division, comprising 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. Consideration is continuing in regard to extending “triggers” for first registration to transactions other than sales and leases.

The number of changes to the Land Register during 2016 was 366,734, with the number of folios on the register increasing by 1% to 2,193,495 folios. These figures illustrate the ongoing high level of activity in the PRA.

WORK ON HAND

The Land Registry continued to actively engage in clearance of cases throughout the year. In addition to the casework clearance programme, substantial progress has been made in respect of reducing ‘turnaround times’ – please see the Service Delivery Targets on page 13. The ongoing co-operation of the staff of the Authority is a very significant factor in the productivity levels achieved.



BENEFITS OF REGISTRATION

As noted by the World Bank, registered property rights are necessary to support investment, productivity and growth. With land and buildings accounting for between half and three-quarters of the wealth in most economies, having an up-to-date and high quality land information system is critical. For the individual owner or purchaser, a registered title is transparent and facilitates simpler legal conveyancing procedures when buying, selling on or mortgaging. And of course, there are significant benefits for governments of land registration. Having reliable, up-to-date information in land registries is essential to enable national and local government to map the needs of citizens and residents, and to strategically plan the provision of public services and infrastructure where they are most needed.

WORKING GROUP ON COMPLETING THE IRISH LAND REGISTER

During 2016, a working group was established by the Authority to explore methods of accelerating the completion of the Irish Land Register, as set out in its Strategic Plan 2016 – 2018. The group identified three main avenues to be explored:

1. Optimising, extending and promoting registration through incentivisation or the extension of compulsory registration,
2. Authority-led campaigns of first registrations, e.g. targeting specific areas such as largely unregistered housing estates that could offer high returns in terms of volumes of first registrations, and
3. Targeting the registration of State-owned property.

A key recommendation of the Working Group was that a research study would be undertaken by external contractors to estimate the value of a complete Register to the State and its citizens and to assist in the building of the business case for the completion of the Register. Commissioning of this report will be undertaken in 2017.

2.2 Goal 2: Maintenance of a Reliable & Accurate System of Land Registration

Goal: To 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 2016 there was no primary legislation directly amending the Registration of Deeds and Title Act 1964 and 2006 and no secondary legislation.

PRACTICE DIRECTIONS

Two new Practice Directions issued during 2016 replacing three existing Practice Directions.

LEGAL OFFICE NOTICES

One new Legal Office Notice was published on the PRA's website www.prai.ie in 2016.

QUALITY ASSURANCE

The PRA sees process assurance and quality assurance, including in-line 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 Units are responsible for corrections to the Register which are identified 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. Analysis of the quality assurance process is used to develop and improve training programs and initiatives which will lessen the possibility of incorrect registrations and the risk to the Register.



SECURITY & ICT DISASTER RECOVERY

The PRA adopts a layered security approach designed to best protect its ICT systems and data, including the digital Land Register, against the evolving threats in the modern technological landscape. Best of breed security technologies are used by a team dedicated to ICT security who monitor and protect against the threat posed by illegal or accidental actions against the PRA, including the ever escalating extent of cyber-attacks.

COUNTER FRAUD PRECAUTIONS

In 2016, the PRA continued to take steps to protect the organisation and the Registers against fraud. Close contact was maintained with the Registries in neighbouring jurisdictions to monitor developments in property fraud and the organisational responses to same. In the latter half of 2016, workshops were held and staff were briefed on those developments and other precautions to be taken, so as to ensure that awareness of the risk of fraud remains high.

2.3 Goal 3: Meeting the Needs of the Customer

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

SERVICE DELIVERY TARGETS

TARGET	OUTCOME
LAND REGISTRY	
75% of cases, not requiring mapping and that are in order for registration, to be completed within 10 working days.	✗ Partially achieved (69.4% completed in 10 days)
100% of electronic applications in order for registration (eDischarges of mortgages and eNursing Home charges) to be completed within 2 working days.	✓ Achieved.
95% of certified copy folio/title plans via landdirect.ie to be issued within 1 working day.	✓ Achieved.
90% of Official Map Searches to be completed within 5 days.	✓ Achieved.
100% of reference numbers for applications lodged by post or at public counters to be available within 2 working days.	✗ Partially achieved (77% available within two days of receipt)
REGISTRY OF DEEDS	
90% of all correct Application Forms to be registered within 5 working days.	✗ Partially achieved (Ave. turnaround time 8 days)
100% of all vacates/satisfactions to be recorded within 3 working days.	✓ Achieved.
100% of all abstract details of Application Forms to be available online within 2 working days of registration.	✓ Achieved
90% of Official Searches to be completed within 3 working days.	✓ Achieved
90% of all Copy Memorial Applications to issue within 3 working days of receipt.	✓ Achieved
GROUND RENTS	
100% of Ground Rents Consent cases, that are in order, to be completed within 20 working days.	✓ Achieved
Receipt of Ground Rents applications to be acknowledged within 2 working days of lodgement.	✓ Achieved

CUSTOMER INFORMATION UNIT STATISTICS



SERVICE THROUGH THE IRISH LANGUAGE

11 applications for registration in the Irish language were completed in 2016.

COMPLAINTS PROCEDURE

10 formal complaints were received during 2016 and were dealt with under the PRA's Complaints Procedure.

CUSTOMER FOCUS GROUP

The PRA Customer Focus Group met once in 2016. Meetings of this group, which is representative of the PRA's 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.

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.

ENGAGEMENT 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 2016. Details of these can be found in Appendix 3.10.

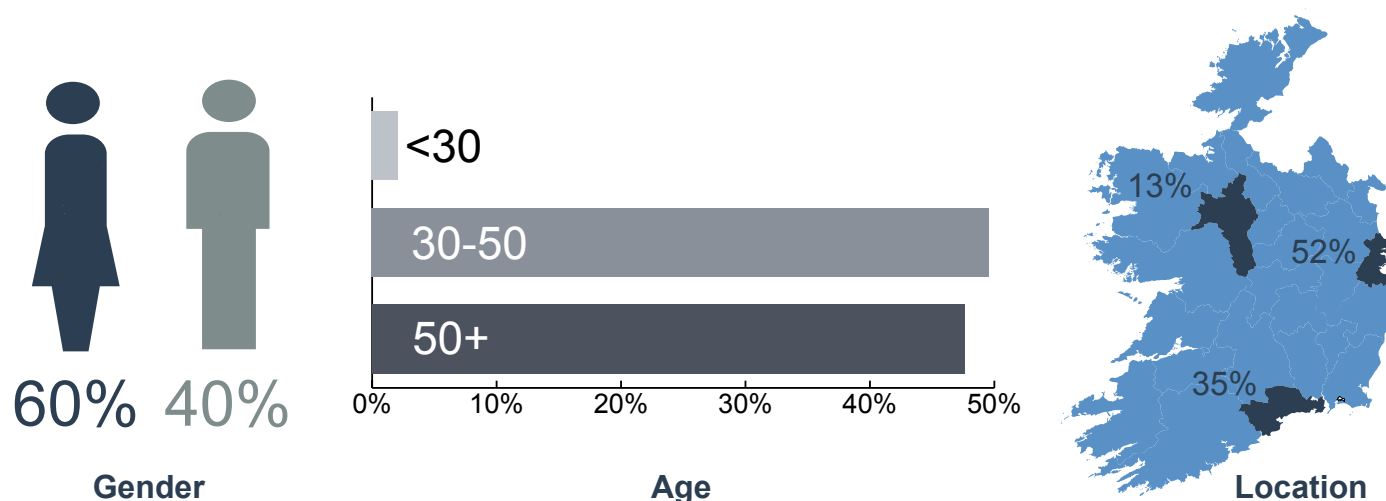
NATIONAL HERITAGE WEEK

The Registry of Deeds again participated in National Heritage Week in 2016. A total of 10 tours were organised in the second last week of August 2016. The tours commenced with a brief history of the Gandon-designed building. A synopsis of the registration process was also provided and the Registry of Deeds' collection of documents of historical importance was exhibited. The tours also included a demonstration of records of genealogical interest, ranging from very old records up to the present day. All tours were received very positively and the Registry intends to participate again in 2017.

EXHIBITING AT EVENTS

In 2016, the PRA took part, in conjunction with our merger partners, the Valuation Office and OSi, in a joint exhibition at the National Ploughing Championship which this year was held in Scraggan, Co. Offaly. 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 positive and we will continue to collaborate at future events. The PRA also took part in the Ideal Home Show at the RDS. There was great interest in our stand and again, feedback was very positive. We look forward to attending at this event in 2017.

2.4 Goal 4: Delivering the Goals in a Reformed Public Service



Goal: To deliver upon the Authority's business goals through the efficient and effective use of resources, the embracing of public service reform and civil service renewal and adherence to the highest standards of good corporate governance.

HUMAN RESOURCES

OUR PEOPLE

At the end of 2016 there were 526 employees or 480.93 full time equivalents (FTE) in the PRA workforce. This represents an increase of less than 1% (3 employees) on 2015, including temporary Clerical Officers. The breakdown of FTE's across locations is as follows: Dublin 252.28 (52% of staff), Waterford 166.25 (35% of staff) and Roscommon 62.4 (13% of staff).

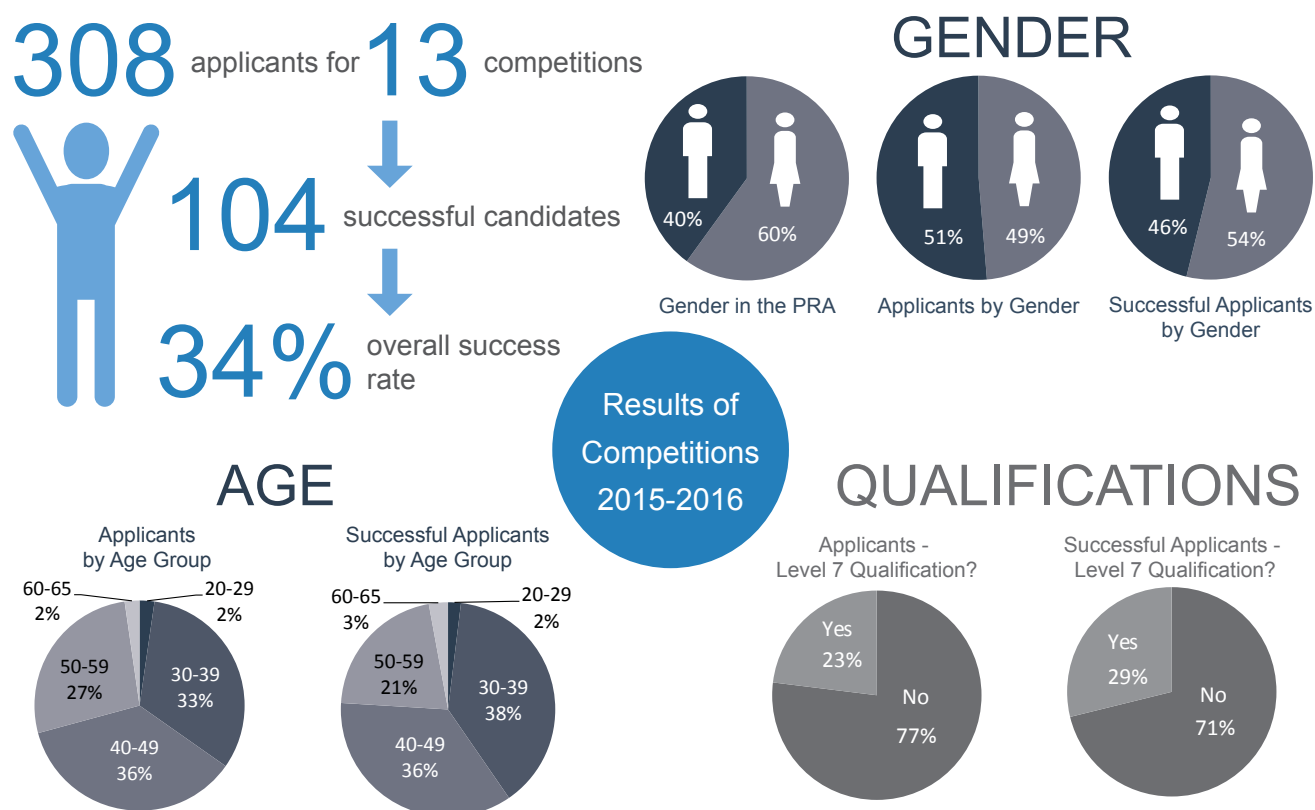
A gender analysis of staff is provided at Appendix 3.11. On an aggregate basis, 60.08% of employees are female and 39.92% are male. 47.8 % of staff are over 50 years of age and only 2% are under 30. The National Disability Authority public service target for employment of persons with a disability is 3.5% of total staff. In the PRA 6.65% of employees self-declared in 2016 as having a disability.

Over 97% of the workforce participated in the Performance Management Development System (PMDS) and completed a work performance review for 2016.

The lost time rate for 2016 was 4.785%. This represents a slight increase over the previous year, but is within known averages for the Civil Service.

STAFF ENGAGEMENT

Three meetings of Departmental Council were held. Issues discussed included promotion processes and agreement of a protocol for shortlisting candidates. A sub-group of the Working Together Forum devised a staff climate survey which issued in December and achieved a 59% response rate. Diversity Workshops which encompassed training on mitigation of unconscious bias were held for all managers. Subsequently, due to positive feedback, delivery of workshops to all staff commenced.



PROMOTION COMPETITIONS

The schedule of internal promotion competitions, which commenced in 2015, continued with 7 competitions held internally during 2016 for the following grades: Assistant Principal, Divisional Manager, Executive Officer, Regional Mapping Director, Senior Mapping Manager and Superintendent of Mapping. 183 applications were received in total. 138 candidates were interviewed and 36 were successful.

In addition there were 38 promotions from existing panels, 24 from internal PRA panels and 14 from external inter-departmental panels.

CONTINUOUS PERSONAL AND PROFESSIONAL DEVELOPMENT

Legal training on registration procedures was provided on an ongoing basis to all new entrants, and to recently promoted or re-assigned staff. A new induction/on-boarding course was developed and delivered for the first time in December to all new entrants to the PRA. Interview skills training was delivered as required to all competition candidates and potential selection board members.

A list of those staff who completed pre-funded sponsored or incentivised educational courses, and also fees refunded courses in 2016 is shown in Appendix 3.11.

Developmental training delivered by external providers covered:

- o lean processing
- o leadership/management effectiveness for newly promoted managers
- o executive coaching for senior managers
- o facilitating merger management workshops
- o minute taking for meetings

In part fulfilment of our obligations under section 42 of the Irish Human Rights and Equality Commission Act, 2014 Diversity Workshops were held initially for all managers and subsequently rolled out to all staff. 'See Change', the National Mental Health Stigma Reduction Partnership, facilitated workshops on mental health awareness for all line managers.

CORPORATE GOVERNANCE



PRA Governance Structure 2016

In April 2016, the Governance Framework of the Property Registration Authority was published¹. This Governance Framework has been prepared in line with the principles and requirements set out in the Corporate Governance Standard for the Civil Service taking into account the particular context of the Property Registration Authority.

The chapters of the Authority's Framework are set out in four sections that reflect the Governance Standard and its key governance principles, which are:

1. Good governance supports a culture and ethos which ensures behaviour with integrity, a strong commitment to ethical values, and respect for the rule of law.
2. Good governance helps to define priorities and outcomes in terms of sustainable economic and societal benefits. It means implementing good practices in transparency, reporting, communications, audit and scrutiny to deliver effective accountability.
3. Good governance means developing the Authority's capacity, including the capability of the leadership team, management and staff.
4. Good governance means managing risks and performance through robust internal control systems and effective performance management practices.
5. Good governance ensures openness, effective public consultation processes and comprehensive engagement with domestic and international stakeholders.

The effective operation of these procedures and governance practices is essential for proper management and control within the Authority. It builds credibility with stakeholders such as the Dáil, the taxpayer, clients, the Department of Justice and Equality, the Department of Public Expenditure and Reform, the Comptroller and Auditor General and other groups. In addition, the adherence to well documented procedures and controls puts staff in the Authority in a position to perform their duties in an open and transparent manner.

Details of the PRA's commitment to the Public Sector Duty are set out in Appendix 3.2.

1. www.prai.ie/publications/

PERFORMANCE DELIVERY AGREEMENT

A Performance Delivery Agreement is in place between the PRA and its parent department, the Department of Justice and Equality (“the Department”). The purpose of the agreement is to formalise a process through which the outputs and outcomes required from the PRA can be measured and assessed. Equally, the agreement sets out the expectations of the PRA in relation to the support, guidance and information flow from the Department, which are vital in enabling the PRA to achieve its strategic and operational goals. To achieve this, the agreement sets out the following:

- o The Department’s expectations of the PRA;
- o The key inputs, outputs and expected outcomes of the PRA’s activities;
- o Assessment of performance by monitoring of agreed targets, around those key outputs, inputs and outcomes;
- o Support of the Authority by the Department in the delivery of its functions as set out in the Registration of Deeds and Title Act 2006.

The Performance Delivery Agreement documents the agreed level of service between the parties in order to facilitate improved effectiveness and efficiency of relevant public services. It sets out the PRA’s key targets for 2017 and defines the output and outcome indicators on which performance is measured. The Agreement is reviewed at least twice yearly with the Department of Justice.

MERGER OF ORGANISATIONS

In October 2012, following a critical review¹, the Government approved the merger of the Property Registration Authority, the Valuation Office and Ordnance Survey Ireland (OSi).

Considerable progress has been made towards the merging of the three organisations during 2016. The Transfer of Functions of the Valuation Office and OSi to the Department of Justice and Equality became effective from 1st January 2016. In addition, the Legislation Working Group is engaging on an ongoing basis with the Office of the Parliamentary Counsel (OPC) in the Attorney General’s Office in relation to the drafting of the Tailte Éireann Bill. It is expected that, in due course, the draft Bill will be referred to the Merger Project Board for consideration prior to the formal request to Government for approval to publish.

Work is ongoing on the development of a Corporate Data Model for Tailte Eireann covering the key operational data in all three organisations. A Request for Tenders for external assistance with this project issued in September 2016 and it is anticipated that a contract will be awarded early in 2017. Finally, a project to consolidate voice telephony systems for the merged organisation has been completed with the integration of OSi into the system in June 2016.

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

- o 239 enquiries were received from members of the Oireachtas and dealt with via e-mail during 2016
- o 17 Parliamentary Questions were tabled by members of the Oireachtas and dealt with during 2016

OFFICE OF THE OMBUDSMAN

- o 4 letters were received from the Ombudsman’s Office relating to complaints in 2016. All cases were resolved by end of 2016.

FREEDOM OF INFORMATION

The Freedom of Information (FOI) Act 2014 was enacted on 14th October 2014 and the PRA came under its remit from 14th April 2015. 42 requests under the Act were handled in 2016.

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1. [Report of the Working Group undertaking the Critical Review for the Proposal to Merge the Valuation Office, Ordnance Survey Ireland the Property Registration Authority](#)

2.5 Goal 5: Optimising Use and Value of the Register

Goal: Maximising the Authority's statutory role as the authority responsible for land registration and land ownership information in Ireland through partnerships, collaboration and integration across all levels of governance and cross sector.

SPATIAL INFORMATION SERVICES



Members of the Spatial Information Unit, winners of a Civil Service Excellence and Innovation award in 2016, with An Taoiseach Enda Kenny, Minister for Public Expenditure & Reform Paschal O'Donohoe and Robert Watt, Secretary General of the Department of Public Expenditure and Reform

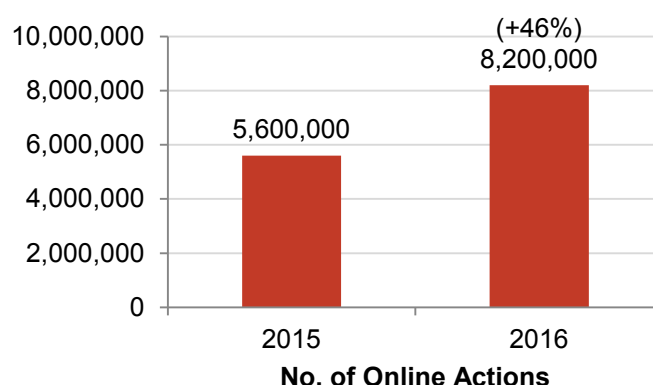
The PRA public sector engagement programme to raise awareness of the value of Land Registry spatial data is ongoing, with the PRA Spatial Information Unit (SIU) continuing to develop processes to facilitate the delivery of spatial data to both public and private sector organisations. The demand for PRA spatial and related data continues to increase with 330 requests for data received during 2016. This represents an increase in the region of 20% compared to 2015. 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 number of data extraction requests carried out on behalf of Government Departments, State Agencies and Local Authorities during 2016 presents a similar pattern when compared with 2015 figures. However, there has been a noticeable increase in data extraction requests carried out on behalf of the private sector with many of the requests coming from surveying/engineering practitioners who are engaged in large scale projects on behalf of Local Authorities.

The SIU also produced statistical reports for PRA management. Such reports were used to monitor patterns of registration types and to generate heat maps (graphical representations of data where the individual values contained in a matrix are represented as colors). The investment made by PRA in developing the SIU, 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.

In December 2016, the PRA SIU was successful in winning a Civil Service Excellence and Innovation award in the 'Excellence in Collaboration' category. The project entitled 'Digital First - Spatial Data Solution', which won first place, exploited the intelligence in the digitally enabled PRA data and provided an efficient model to facilitate the transfer of water assets from Local Authorities to Irish Water. This project wholly encompassed the five key strategic objectives which underpin the 2015 Public Service ICT strategy, namely; Build to Share, Digital First, Data as an enabler, Improve Governance and Increase Capability.

eSERVICES



New services introduced during 2016 included:

- o **The facility to search using Eircodes on landdirect.ie** - Eircodes also are now displayed alongside the postal address of a selected property on our digital map.
- o **Self service customer administration on landdirect** - customers can now manage their own accounts and create new users on the system without the need for any intervention by the PRA.
- o **Automated unlocking of customer accounts by email.**

A considerable amount of work has also been carried out in the development of enhanced electronic payments options which will include the facility to securely pay for applications for registration by direct debit, credit or debit card or directly from your landdirect account. This will be launched in early 2017.

In terms of usage of our eServices, the graph above illustrates the increasing level of usage of online services over the last two years. These services are delivered to both business users and the general public through landdirect.ie. In 2016, the overall usage included 8.2 million actions conducted through our landdirect.ie service, both by 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 401,622 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. An extensive upgrade to our website www.prai.ie in 2014 has enhanced the range of online services provided to our customers.

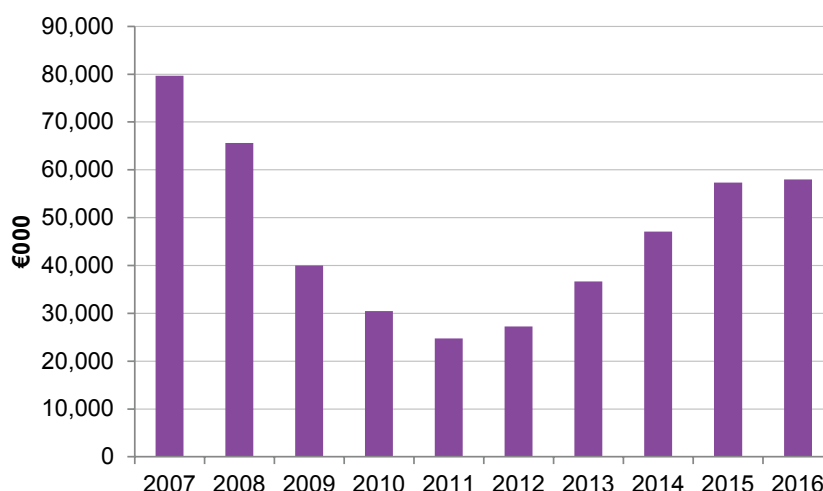
eREGISTRATION

The PRA provides a number of electronic registration services, which will be fundamental to any future system of eConveyancing in Ireland. Since 2009, the PRA has offered two eRegistration services, eDischarges and eCharging Orders, which allow for the submission of electronic applications and have both delivered substantial efficiencies to all participating parties. In 2016, more than 31,000 of these paperless applications were lodged and registered.

In 2016, the PRA ran a 'live' pilot for new eRegistration services which allow for the secure exchange of deeds of transfer and charge, the electronic payment of fees and electronic notifications. The deeds are drafted on the eRegistration system, which allows for information to be extracted directly from the digital Land Register, thus creating efficiencies and consistency in the documentation. 25 legal practices and two commercial lenders participated in the pilot which was completed in June. These services remain open for use for all legal practitioners as the PRA, in consultation with its major stakeholders, considers the future direction of its delivery of eRegistration services.

2.6 Financial Report: Summary 2016

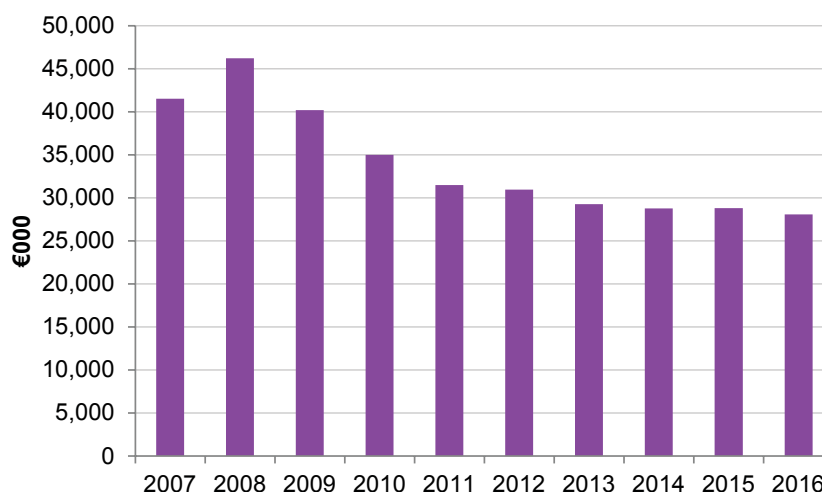
FEES



Fees received by the Property Registration Authority amounted to just under €58m in 2016 as against €57.35m in 2015. This represents an increase of 1% over 2015 receipts. All fees collected by the PRA are remitted to the Exchequer on an ongoing basis.

The graph above represents a 10 year summary of fees received by the PRA. As expected, the fees collected reflect the level of transactions in the property market in any given year.

EXPENDITURE



In carrying out its mandate, the PRA is directly funded by the Exchequer in the form of an annual allocation of Voted Expenditure. Actual expenditure from the PRA Vote for 2016 amounted to €28m, slightly less than that of 2015. Net expenditure has reduced by 39% since 2008.

- o Of the total net sum expended of €28m, net Staff costs amounted to €21.2m; this represented 76% of all expenditure.
- o Total net Current Expenditure for 2016 amounted to €27.8m as against €28.4m for 2015 (a decrease of €0.6m).
- o Capital Expenditure for 2016 amounted to €0.2m, a decrease of some €0.2m on capital expenditure in 2015.

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.

With the inclusion of the following apportioned costs:

- o €4.3 m under Vote 7 - Superannuation and Retired Allowances
- o €0.5m under Vote 10 - Office of Public Works
- o €0.16m under Votes 18 and 24 - Shared Services
- o €2.86m notional rents on State-owned properties

the total expenditure in 2016 decreased to €35.9m (2015 €36.3m)

PROMPT PAYMENTS OF ACCOUNTS ACT 1997

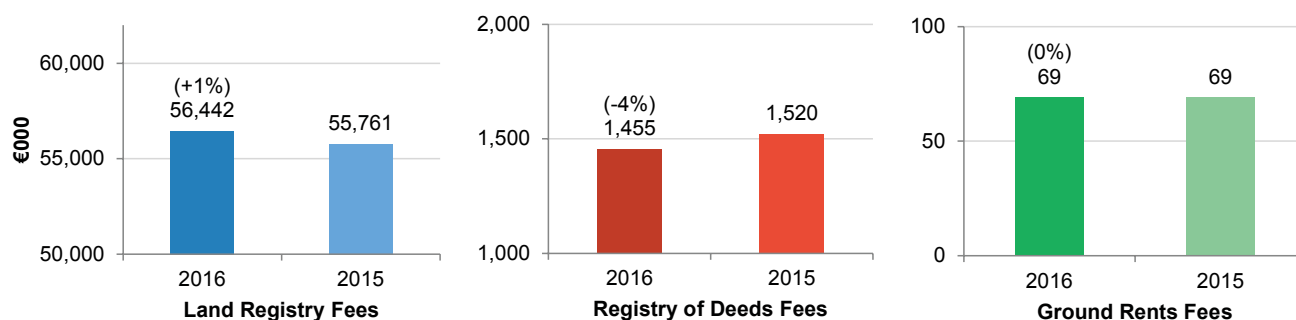
It is the policy of the Property Registration Authority to fully comply with the terms of the Prompt Payments of Accounts Act 1997. The PRA has procedures in place to ensure that all invoices are paid within the statutory time limit. While the procedures have been designed to ensure compliance with the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

In 2016 in total five invoices incurred late payment penalties. The value of all invoices that were paid late amounted to €354.34. The total interest paid during 2016 resulting from late payments amounted to €94.34 expenditure.

STATEMENT OF EXPENDITURE

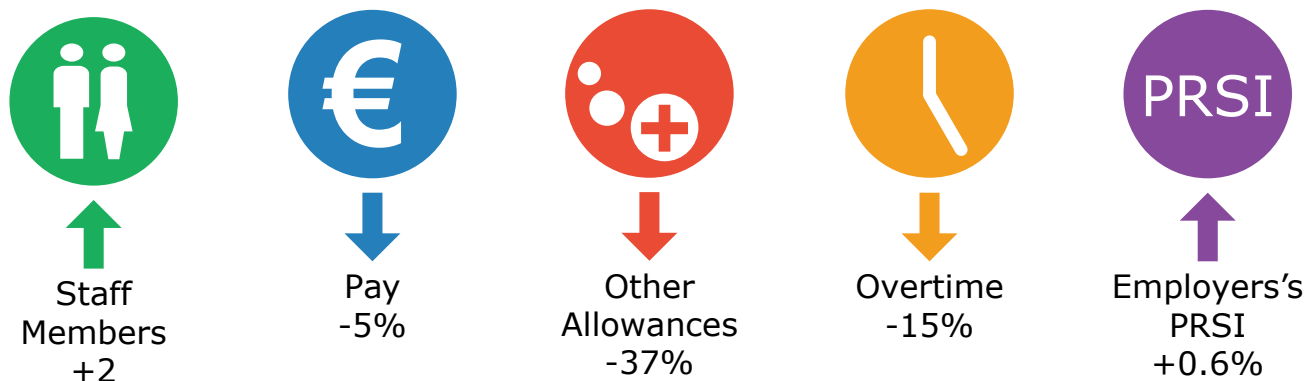
Expenditure	2016 €000	2015 €000
Salaries and Wages	21,953	23,133
Travel and Subsistence	109	117
Compensation	128	94
Ordnance Survey	3,000	3,000
GeoDirectory	70	70
Training	154	144
Cleaning	316	238
Miscellaneous	342	304
Authority & Audit Committee Fees	106	106
Post	320	354
Telecoms	361	313
IT Current	886	924
IT Capital	236	409
Office Machinery & Supplies	232	175
Office Maintenance	248	158
Light & Heat	288	315
Office Furniture	35	59
Consultancy	15	11
Total Gross Expenditure (Vote 23)	28,799	29,924
Less Pension Levy	(750)	(1,125)
Net Expenditure (Vote 23)	28,049	28,799

FEES COLLECTED BY THE PROPERTY REGISTRATION AUTHORITY



	2016 €000	2015 €000
Land Registry Fees	56,442	55,761
Registry of Deeds Fees	1,455	1,520
Ground Rent Fees	69	69
Total Fees	57,966	57,350

STAFF COSTS & EMPLOYEE NUMBERS



	2016	2015
Staff Serving at end of Year	489	487

	€000	€000
Pay	20,415	21,527
Other Allowances	64	101
Overtime	209	247
Employer's PRSI	1,265	1,258
Total Staff Costs	21,953	23,133



Part 3: **Appendices**

3.1 Statement by the Accounting Officer in 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:

- o financial responsibilities have been assigned at management level with corresponding accountability,
- o reporting arrangements have been established at all levels where responsibility for financial management has been assigned,
- o formal procedures have been established for reporting significant control failures and ensuring appropriate corrective action,
- o 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:

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

RISK MANAGEMENT

I confirm that a Risk Management function is in place within the Property Registration Authority. A Risk Management culture is promoted through:

- o The adaption of a Risk Management Policy in accordance with Risk Management Policy for Departments and Offices, 2016 as published by Department of Public Expenditure and Reform.
- o The inclusion of risk management as a regular item on Authority meeting agendas.
- o The assigning of Chief Risk Officer responsibility to a member of the Management Board.
- o The ongoing assessment of the Authority's principal risks.

The principal risks currently facing the Property Registration Authority are summarised below. The list is not exhaustive and will change over time. This represents my view of the principal risks at the date of this report:

Category	Risk and Impact	Mitigating Actions
Compliance	Damage to reputation arising from a failure to identify fraudulent applications for registration.	• Formal Counter Fraud Training • Ongoing enhancement of counter fraud strategy • Ongoing Quality Assurance processes
Operational	Capacity to complete complex applications within expected timeframe.	• Ongoing business processes improvement • Improved stakeholder engagement to facilitate enhanced quality of applications • Promotion of extension of certified title
Operational	Technology and business interruption as a result of deliberate and unauthorised breaches to security to access information systems.	• Suite of controls in place to prevent unauthorised access to systems. • Business Continuity Plans

Liz Pope
Accounting Officer
Property Registration Authority

3.2 Public Sector Duty



**Coimisiún na hÉireann um Chearta
an Duine agus Comhionannas**

Irish Human Rights and Equality Commission

Section 42 of the Irish Human Rights and Equality Commission Act 2014 places a positive duty on public sector bodies to have regard to the need to eliminate discrimination, promote equality, and protect human rights, in their daily work. The public body shall, in the performance of its functions, have regard to the need to:

- o Eliminate discrimination;
- o Promote equality of opportunity and treatment of its staff and the persons to whom it provides services; and
- o Protect the human rights of its members, staff and the persons to whom it provides services.

Compliance with Public Sector Duty requirements involves a number of actions:

- o Initial assessment;
- o Strategic planning;
- o Consultation and participation;
- o Training and capacity building;
- o Working groups, committees and key personnel;
- o Policies, programmes and practices;
- o Action planning; and
- o Data collection, monitoring and reporting.

The PRA is committed to the elimination of discrimination and the protection and promotion of equality and human rights. While at a relatively early stage in the process, during 2016 the PRA took a number of steps towards compliance with the Public Sector Duty. These include:

- o The delivery of diversity awareness workshops for all staff;
- o Preparation for the establishment of the PRA Diversity Committee;
- o Building awareness of the Public Sector Duty for PRA staff, with inclusion in preparations for 2017 business plans;
- o Assessment of equality of opportunity for internal competitions;
- o Mitigation against unconscious bias included in the guidance given by HR to all interview boards;
- o Publication of data regarding the age, gender and educational qualifications of internal competition candidates; and
- o Enhancements to accessibility, including wheelchair access for the PRA's Santry office.

3.3 Compliance with Legislation

PROTECTED DISCLOSURES

Section 22 of the Protected Disclosure Act 2014 requires the publication of a report each year relating to the number of protected disclosures made in the preceding year and also for the publication of information with regard to any actions taken in response to protected disclosures made.

No protected disclosures were received by the Property Registration Authority in the year ending 31 December 2016.

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.

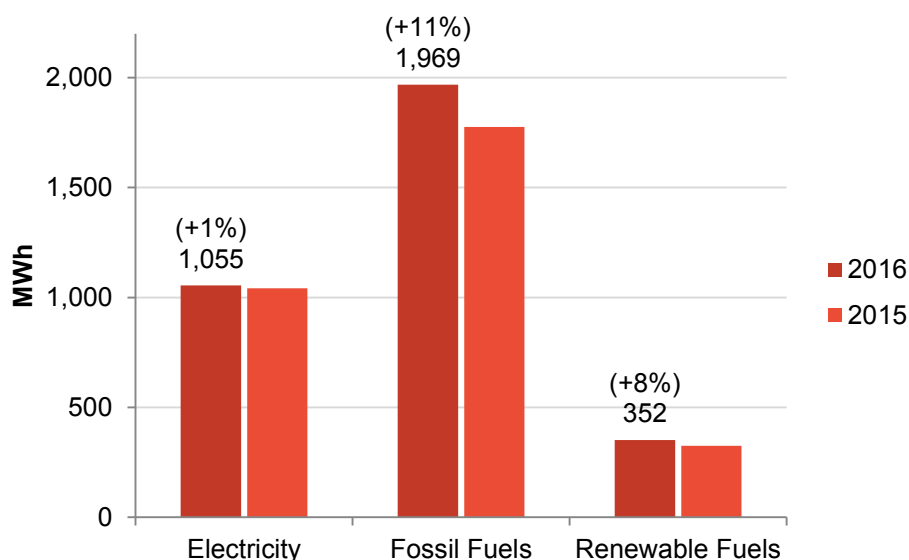
ETHICS IN PUBLIC OFFICE ACT, 1995 & STANDARDS IN PUBLIC OFFICE ACT, 2001

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.

REGULATION OF LOBBYING ACT

The Regulation of Lobbying Act 2015 is designed to provide information to the public about who is lobbying whom about what. The Standards in Public Office Commission have established an online register of lobbying at www.lobbying.ie

3.4 Overview of Energy Usage in PRA Buildings in 2016



As required by S.I. 542 of 2009, an overview of energy usage across the PRA is presented below.

OVERVIEW OF ENERGY USAGE IN 2016

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 gasoil are used 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:

- o 1055.06 MWh of electricity.
- o 1846.48 MWh of gas.
- o 122.03 MWh of gasoil.
- o 352.03 MWh of wood pellets.

Actions Taken in 2016:

- o Energy awareness day for staff members in Chancery St and Irish Life Centre.
- o Energy Posters from OPW displayed in office when received from OPW energy consultant.
- o Meetings with the OPW energy consultant on several occasions.

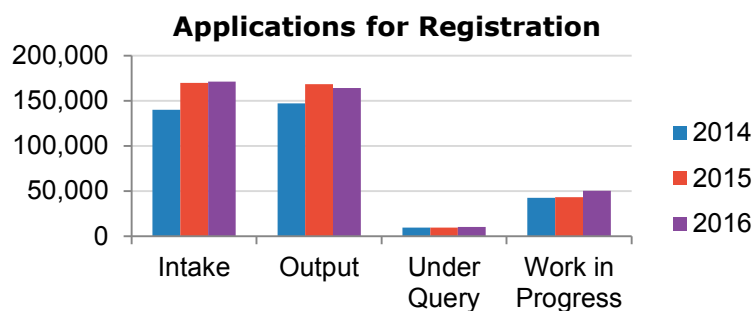
Actions Planned for 2017:

- o Reduce the gas timer schedules in the Registry of Deeds.
- o Lighting Audit in Waterford January 2017.
- o Energy awareness Day for staff members in Waterford April/May 2017.
- o Installation of timers on the burco machines in the canteen in Chancery St.
- o Energy Audit for Chancery St in June 2017.
- o Energy Audit for The Registry of Deeds and Irish Life Centre in July 2017.

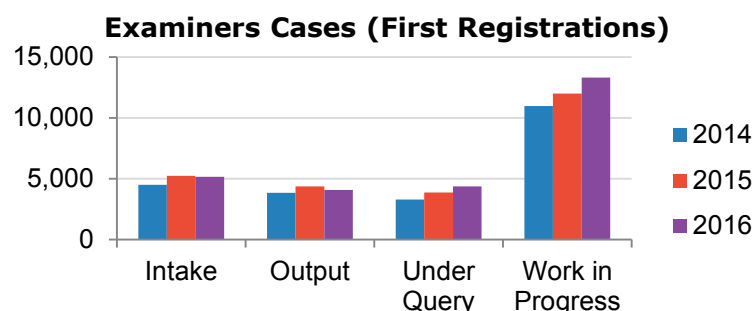
3.5 PRA Workflows

LAND REGISTRY WORKFLOW

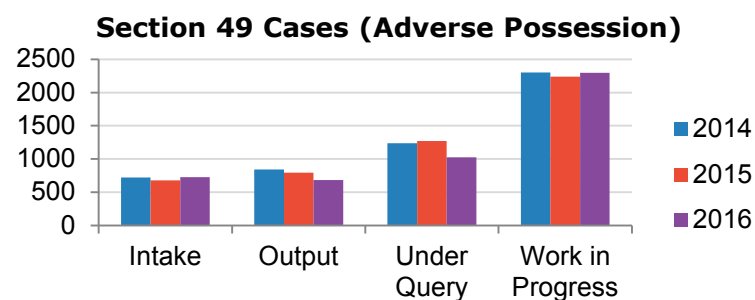
The graphs and tables below show the breakdown of the various application types for 2016, 2015 and 2014 at 31st December each year.



Application Type	Year	Intake	Output	Cases Under Query	Work in Progress
Applications for Registration	2016	171,391	164,307	10,218	50,179
	2015	169,873	168,318	9,444	43,240
	2014	140,148	147,020	9,290	42,322

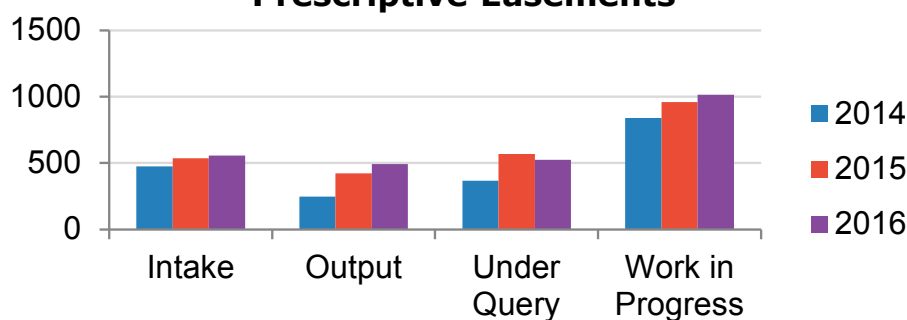


Application Type	Year	Intake	Output	Cases Under Query	Work in Progress
Examiners Cases (First Registrations)	2016	5,156	4,071	4,368	13,305
	2015	5,250	4,368	3,870	12,012
	2014	4,500	3,845	3,280	10,978



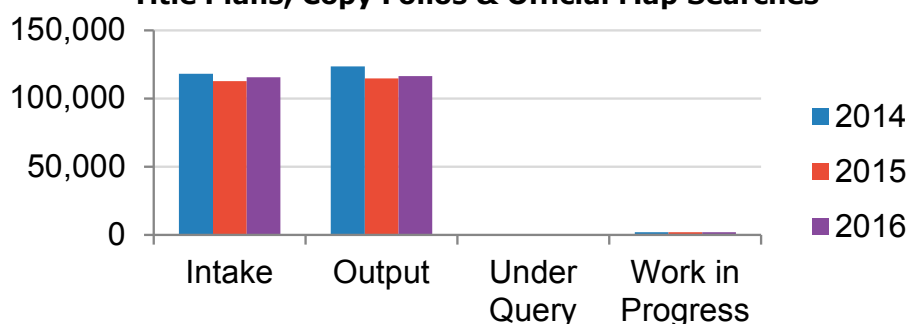
Application Type	Year	Intake	Output	Cases Under Query	Work in Progress
Section 49 Cases (Adverse Possession)	2016	727	684	1,023	2,295
	2015	677	793	1,270	2,238
	2014	719	843	1,236	2,301

Prescriptive Easements



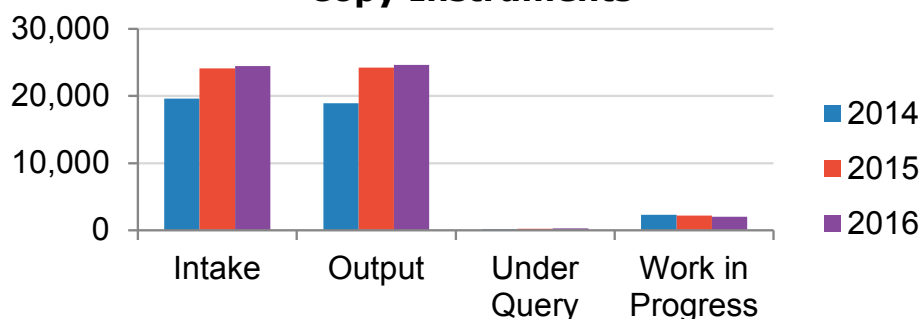
Application Type	Year	Intake	Output	Cases Under Query	Work in Progress
Prescriptive Easements	2016	557	492	523	1,015
	2015	536	422	567	960
	2014	474	248	366	839

Title Plans, Copy Folios & Official Map Searches



Application Type	Year	Intake	Output	Cases Under Query	Work in Progress
Title Plans & Copy Folios & Official Map Searches	2016	115,518	116,277	181	2,143
	2015	112,734	114,603	130	1,919
	2014	118,041	123,527	90	1,925

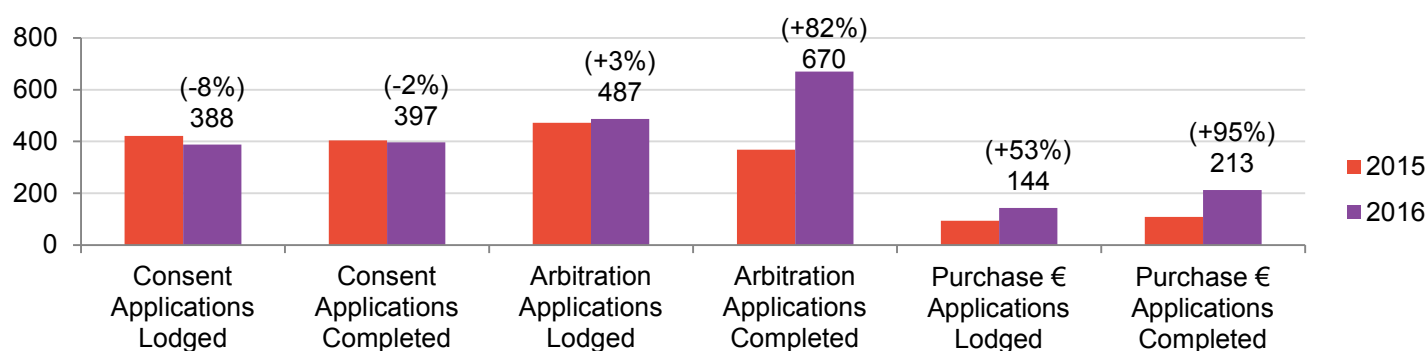
Copy Instruments



Application Type	Year	Intake	Output	Cases Under Query	Work in Progress
Copy Instruments	2016	24,429	24,613	255	2,021
	2015	24,114	24,206	245	2,195
	2014	19,588	18,894	136	2,278

Note: 2015 figures have been amended (from annual report 2015) to reflect the updating of figures.

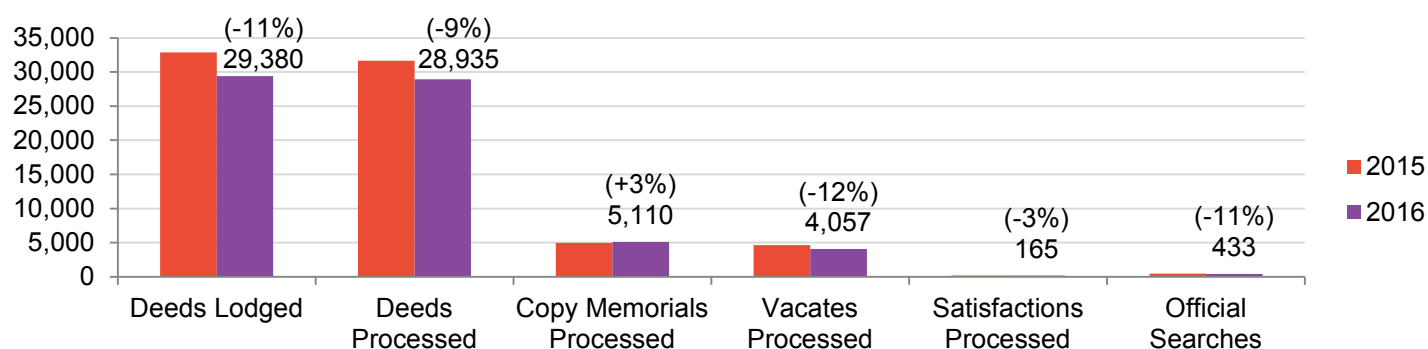
GROUND RENTS WORKFLOW



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.

- o In 2016, the intake of consent applications decreased by 8% (388 as opposed to 422 in 2015), and the output also decreased by 2% (404 in 2015 as opposed to 397 in 2016). On arbitration cases, intake increased by 3% (487 as opposed to 472), and the output increased by 82% (368 in 2015 as opposed to 670 in 2016). On the Purchase money side of the Unit, the intake increased by 53% (94 in 2015 and 144 in 2016). The output increased by 95% (109 in 2015 and 213 in 2016).
- o The arrear in each area is 252 consent cases, 466 arbitration cases and 1093 purchase money cases.
- o There are 196 consent cases in query, and 211 arbitration cases being queried.

REGISTRY OF DEEDS WORKFLOW



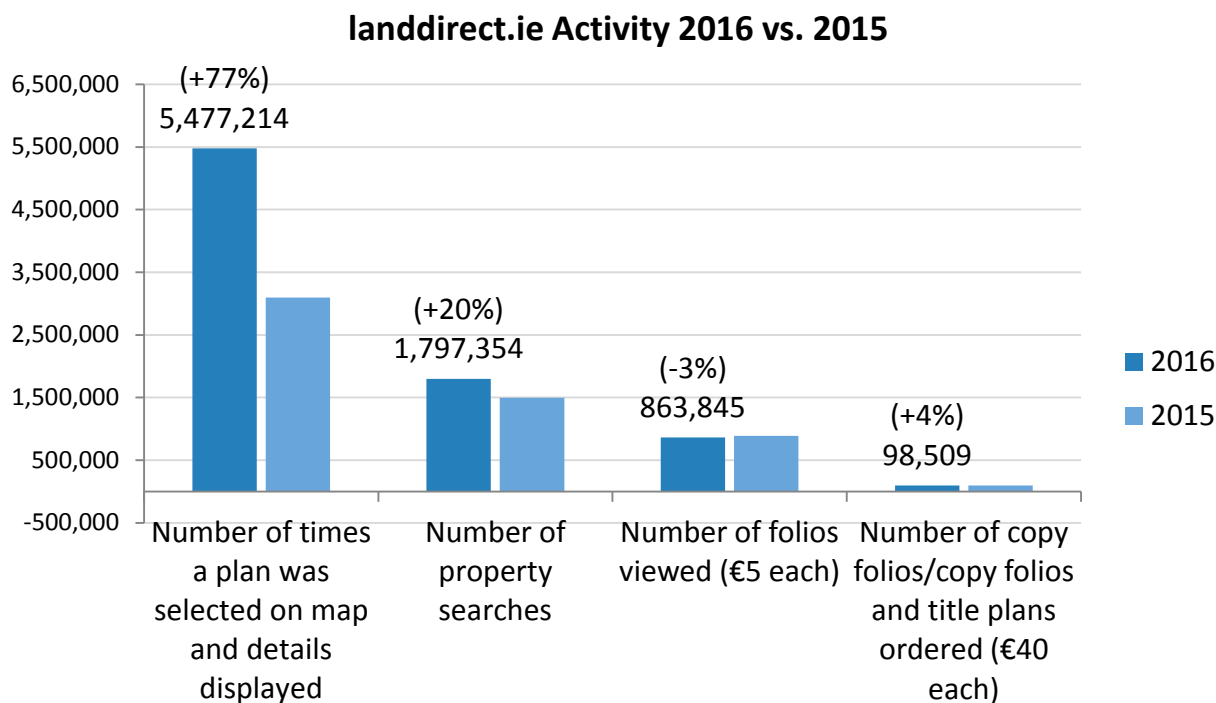
REGISTRATIONS

- o In 2016, 29,380 deeds were lodged for registration; a decrease of 11% on the 2015 figure of 32,894. Of the deeds lodged in 2016, 28,935 were processed and 2,888 (10%) were rejected.
- o At the end of 2016, the arrear stood at 1,976; an increase of 741 on the figure for 2015.
- o The average turnaround time for processing deeds for the year was 8 days.

OTHER ACTIVITY

- o **Copy Memorials:** 5,110 copy memorials were received during 2016 and these issued within 1 to 3 days from the date of receipt. This is a slight increase on the 2015 figure of 4,951.
- o **Vacates/Satisfactions:** In 2016, the number of vacates lodged and processed was 4,057 and the number of satisfactions processed was 165.
- o **Official Searches:** The number of official searches for 2016 stood at 433, with an additional 222 searches carries out for the Land Registry. The majority of regular searches are processed within 1 to 2 workings days, however, an increasing number of searches are being lodged against financial institutions which take longer to process.

3.6 Online Activity



Much of the information held in the Registries' databases can be accessed online through www.landdirect.ie

The graph above illustrates the growth in activity and in services accessed by customers in 2016. Total activity under these headings during 2016 amounted to over 8 million events.

3.7 The Authority

THE AUTHORITY

The Property Registration Authority (PRA) was established under the provisions of the Registration of Deeds and Title Act 2006. As a statutory body, its members are appointed by the Minister for Justice and Equality (the Minister) and are representative of the main users and consumers of property registration services. The PRA replaced the Registrar of Deeds and Titles as the “registering authority” in relation to property registration in Ireland. Whilst operationally independent, the PRA is accountable to the Minister, who is ultimately responsible to the Oireachtas for the actions and performance of the PRA. The functions of the Authority, as set out in Section 10 of the 2006 Act, include the management and control of the Registry of Deeds and Land Registry, the promotion and extension of registration of ownership of land and dealing with applications under Part III of the Landlord and Tenant (Ground Rents) (No. 2) Act 1978.

COMPOSITION OF THE AUTHORITY

The Minister for Justice and Equality is responsible for making appointments to the Authority. The Civil Governance Unit, Department of Justice and Equality is responsible for the administration of such appointments. Authority appointments must be made in compliance with the Public appointments Service process set down in the Guidelines on Appointments to State Boards published by the Department of Public Expenditure and Reform, except where the manner of such appointment is otherwise prescribed in the Act.

To that end, there are specific provisions in respect of Authority appointments set out in the Section 11 of the Act.

- o The Authority shall consist of not more than 11 members.
- o The members of the Authority shall be appointed by the Minister, who shall designate one of them as its chairperson.
- o In appointing persons to be members of the Authority the Minister shall have regard to the desirability of their having knowledge or experience of conveyancing practice and procedure, business, finance, management, administration, consumer affairs or any other subject which would, in his or her opinion, be of assistance to the Authority in performing its functions.

Of the members of the Authority:

- o one shall be a person who is a practising barrister nominated by the General Council of the Bar of Ireland,
- o one shall be a person who is a practising solicitor nominated by the Council of the Law Society of Ireland,
- o one shall be an officer of the Minister,
- o one shall be a member of the staff of the Authority elected by secret ballot of such members.

AUTHORITY PROCEDURES

On appointment, all Authority members are provided with briefing documents on the PRA and its operations. The Authority meets in accordance with a regular schedule of meetings and may also meet on other occasions as deemed necessary. All Authority members have full and timely access to the information necessary to enable them to discharge their duties. Full Authority meeting papers are sent to each member in sufficient time before meetings.

The Authority has a formal schedule of matters specifically reserved to it for decision to ensure that the direction and control of the Property Registration Authority is undertaken by it in accordance with its statutory remit. These include:

- o Discharging the Property Registration Authority's legislative functions.
- o Preparing and submit the Statement of Strategy.
- o Not later than 30 June in each year, make a report to the Minister on the performance of its functions and on its activities during the preceding year.
- o Overseeing the discharge by the Chief Executive and the executive management of the day to day business of the Authority.

Section 10 of the Act provides that the role of the Authority is to manage and control the Land Registry and Registry of Deeds. Under Section 26 of the 2006 Act, the functions of the Authority may be performed by any member or members of staff who is or are authorised to do so. All authorisations pursuant to this provision must be formally adopted by the Authority.

AUTHORITY MEETINGS IN 2016

Seven meetings were held during 2016. The number of meetings held during the membership of each Authority Member in 2016 and the number of meetings he/she attended are shown on the following table.

Members Serving in 2016	Meetings Held During Membership	Meetings Attended	
John T. Coleman, Chairperson	7	7	100%
Seamus Carroll	7	5	71%
Liam Daly	7	6	86%
John Fitzgerald	7	7	100%
Deirdre Fox	7	6	86%
Michael Kelly	7	5	71%
Aodhan MacDomhnaill	7	7	100%
Ciara O'Callaghan	7	7	100%
Helen Murray-O'Connor	7	7	100%
Teresa Pilkington	7	6	86%
Yvonne Quinn	7	6	86%

FEES & EXPENSES

The annual fee payable to the Members of the PRA for 2016 is in accordance with the rate approved by the Minister for Public Expenditure and Reform which is as follows:

- o Chairperson of the Authority: €20,520 per annum,
- o 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 2016.

During 2016:

- o A total of €106,234 fees were paid to Members of the PRA (in 2015, it was €104,310).
- o In addition €4,991 Travel and Subsistence was paid to the PRA Members (€7,482 in 2015).

SUB-COMMITTEE MEETINGS

Members of the Authority also attended a number of sub-committee meetings during 2016.

Authority Members	Audit Committee		Working Group 'Completing the Register'	
	Meetings Held During Membership on the Authority	Meetings Attended	Meetings Held During Membership on the Authority	Meetings Attended
John Fitzgerald	4	4		
Michael Kelly	4	4	10	10
Helen Murray-O'Connor			10	10
Ciara O'Callaghan			10	10

NOTES:

- o The Audit Committee also includes members who are external to the PRA.
- o The working group to accelerate the completion of the Register included three members of the PRA's Management Board. The group also carried out its work by conference calls and by e-mail correspondence.

AUTHORITY SELF EVALUATION

The members of the Authority, together with the Management Board, have comprehensively reviewed in full the Code of Practice for Governance of State Bodies and have put an action plan in place to ensure compliance.

3.8 Membership of Registration of Deeds & 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 2016

- o The Hon Ms. Justice Marie Baker, Judge of the High Court (Chairperson).
- o John T. Coleman, Chairperson of the PRA.
- o Liz Pope, Chief Executive of the PRA (Secretary).
- o James Dwyer, Senior Counsel, nominated by the Bar Council of Ireland.
- o Majella Egan, Solicitor, nominated by the Law Society of Ireland.

3.9 International Initiatives

Staff of the PRA participate in a number of relevant international bodies to ensure that the organisation's policies and priorities are brought to bear 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. The PRA participates in the following groups and networks:

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. 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 PRA is an active member of the UNECE's Working Party on Land Administration, which is based in Geneva. The Working Party 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.

THE FIVE REGISTRIES NETWORK

For a number of years meetings have taken place on a bi-annual basis between the PRA and representatives of the land registration bodies for England and Wales, Scotland, Northern Ireland and more recently, the Isle of Man. The meetings are used to discuss and explore a range of matters of mutual interest, and to share experience and best practice. The Isle of Man has recently joined the Network. 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.

INSPIRE

The INSPIRE Directive of the European Parliament 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.

3.10 Engagement Programme

A growing area of activity in recent years has been the involvement of staff from the PRA in organising and participating in 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 2016. Details of these can be found in the table below.

Topic	Group	Speaker
- Applications for First Registrations - Applications for First Registrations where adverse possession is a factor	Conference for Solicitors – The Solicitors Group	John O'Shea
PRA Mapping and Spatial Data	- OPW Property Managers Workshop - DIT Geomatics 3rd Year students	Tom Brosnahan
Registration of Easements by Prescription	Mason Hayes and Curran Solicitors	Isobelle Lyons
Legal Briefing	Garda Headquarters	Eamon Morris
First Registration Procedures	McCann Fitzgerald Solicitors	Áine Ruddy
Tutorials	Law Society	John O'Shea
Applications for first Registrations	Conference for Solicitors – Law Society	John O'Shea
Merger Briefing Sessions - The Legal Services Division - eRegistration - Mapping Practice in the PRA	- OSi Ennis - OSi Longford - OSi Cork - OSi Kilkenny - OSi Tuam - OSi Sligo	- Rosemarie Carr - Peter McHugh - Paula Hennessy
Landdirect and eServices	Law School	Peter McHugh
Presentation on eRegistration	Irish Mortgage Council	Peter McHugh

3.11 Human Resources Statistics

The tables on the following pages represent the staff breakdown in terms of gender and grade, the results of the competitions held during 2015 and 2016 within the PRA, and the number of staff who have successfully completed a range of further education qualifications during 2016.

STAFF BREAKDOWN BY GENDER AND GRADE AT END 2016

Grade	Female	Male	Total Employees
Chief Executive	1		1
Deputy Registrar		1	1
Chief Information Officer		1	1
Financial Controller		1	1
Human Resources Manager	1		1
Casework and Customer Service Manager		1	1
Chief Examiner of Titles		2	2
Examiner of Titles	2	3	5
Assistant Principal	18	13	31
H.E.O. Systems Analyst		1	1
Higher Executive Officer	37	16	53
Executive Officer Jnr Systems Analyst		1	1
Executive Officer	104	46	150
Staff Officer	7	6	13
Clerical Officer	113	44	157
Temporary Clerical Officer	2	6	8
Head Services Officer		2	2
Service Officer		2	2
Service Officer (P/K allowance)		7	7
Head of Mapping		1	1
Chief Superintendent Mapping		1	1
Senior Mapping Manager	1	1	2
Regional Mapping Director	3	11	14
Superintendent of Mapping	2	2	4
Examiner in Charge	12	21	33
Examiner of Maps	13	20	33
Total	316 (60%)	210 (40%)	526

GRADUATES 2016

The following staff members successfully completed their studies in a range of disciplines.



Graduates 2016	Course
• Eithne Ryan	Barrister of Law
• Victoria Blair • Joe Cassidy	Diploma in Legal Studies
• Orlaith Mernagh	MSc in Data Analytics
• Jennifer O'Connor • Paula Hennessy	MSc in Geospatial Engineering
• Jennifer Foley	MSc in Geographic Information Science
• Trevor Grace • Rory Devitt	Post Graduate Diploma in Geospatial Engineering
• Fergal Power	Post Graduate Diploma in Geographic Information Science
• Stephen Caulfield • Declan Grace	BSc in Information Technology
• Andrew Hayden	BSc in Property Studies
• Cathal Whitney	Masters in Business Administration
• Adrian Bradley	Masters in Business Administration (Information Systems)
• Brenda Roche	BA in Business Studies
• Deirdre O'Byrne	MA in Public Management
• Kiera Smylie	Diploma in Management, IPA
• Ian Kennedy	MA Applied Theology
• Niamh Dalton	Higher Diploma in Arts in Psychology
• Helena Brenner • Michelle Mullen • Celine Parkes • Mary P Donohoe • Ian Kennedy • Barry Maxwell • Emma Brent • Brian Farrelly	Train the Trainer

Contact Details

LAND REGISTRY

Chancery Street, Dublin 7, D07 T652, DX 228

Phone: 0761 001610 or 051-303000

Public Office Open: 10.00am - 4.30pm

Cork Road, Waterford, X91 FP98, DX 44090

Phone: 0761 001610 or 051-303000

Public Office Open: 10.00am - 4.30pm

Golf Links Road, Roscommon, F42 NC84, DX 90014

Phone: 0761 001610 or 051-303000

Public Office Open: 10.00am - 4.30pm

REGISTRY OF DEEDS

Henrietta Street, Dublin 1, D01 EK82, DX 199

Phone: 0761 001610 or 051-303000

Public Office Open: 10.00am - 4.30pm

GROUND RENTS

Chancery Street, Dublin 7, D07 T652, DX 228

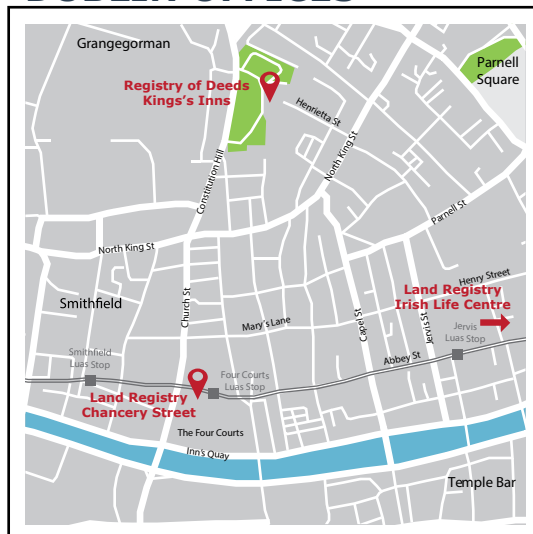
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You can also visit us **online** at:

- o www.prai.ie
- o www.landdirect.ie

DUBLIN OFFICES



WATERFORD OFFICE



ROSCOMMON OFFICE



