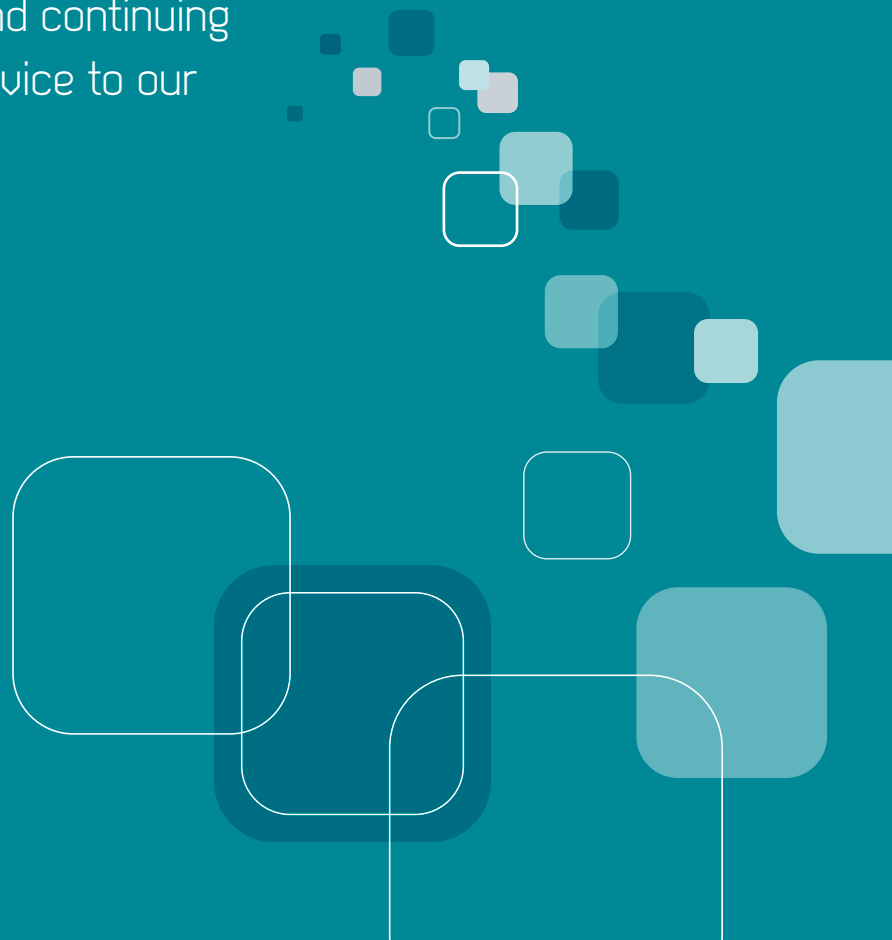




The Property Registration Authority  
An tÚdarás Clárúcháin Maoine

# ANNUAL REPORT 2010

“.....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 MISSION**

To promote and safeguard the legal, societal and economic framework of property ownership in Ireland. This will be achieved by maintaining and extending a comprehensive and reliable system of registration of title, which secures property rights and facilitates property transactions.



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# The Role of the Property Registration Authority

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

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

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

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

## The principal functions of the PRA are to:

1. Provide and maintain a system of registration of Titles and Deeds in accordance with the relevant legislation
2. Promote and extend the registration of ownership to land
3. Deal with applications under Part 3 of the Landlord and Tenant (Ground Rents) (No. 2) Act, 1978
4. Keep the Minister for Justice and 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
6. Maintain financial viability.

# Mission and Values

## The Mission of the Property Registration Authority is:

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

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

## The PRA conducts its business adhering to the following values:

### SERVICE TO OUR CUSTOMERS

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

### PUBLIC INTEREST

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

### COMMITMENT TO STAFF

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

### GOVERNANCE AND VALUE FOR MONEY

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

### CONSULTATION

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



*95% of total land mass registered in Land Registry*

# Members of the Property Registration Authority at 31 December 2010

## THE PROPERTY REGISTRATION AUTHORITY

				
<b>John T. Coleman</b> Chairperson	<b>Seamus Carroll</b>	<b>Denis A. Byrne</b>	<b>Michael Edwards</b>	<b>Michael Kelly</b>
Former President and CEO of Bose Corporation and currently a Board member of 4 organisations.	Principal Officer in the Department of Justice and Law Reform.	Practising Tax Consultant.	Member of staff of the PRA and the Staff Representative on the Authority.	Securities Policy Manager for AIB Bank plc and a member of the Irish Mortgage Council's Legal & Conveyancing Committee.
				
<b>Peter Savage</b>	<b>Paul McSweeney</b>	<b>Roderick Tyrrell</b>	<b>Máire R. Whelan</b>	<b>Una Woods</b>
Elected member of Louth County Council.	CEO of the Local Government Management Agency.	Practising Solicitor	Senior Counsel and Practising Barrister, nominated by the Bar Council of Ireland.	Lecturer, School of Law, University of Limerick.

## THE TERM OF OFFICE OF THE FOLLOWING MEMBERS ENDED ON 3 NOVEMBER 2010

<b>Emer Daly</b>	<b>John Shaw</b>
Former Director of Strategic Planning and Risk Management at AXA Ireland.	Practising Solicitor nominated by the Law Society of Ireland.

# Senior Management Team at 31 December 2010

## SENIOR MANAGEMENT TEAM



**Catherine Treacy**

Chief Executive



**Shay Arthur**

Mapping Advisor  
(appointed June 2010)



**Ray Duffy**

Corporate Services  
Manager (appointed  
October 2010)



**John Deeney**

Deputy Registrar



**Nuala Keaveney**

Human Resources  
Manager (appointed  
October 2010)



**Brian Kelly**

Deputy Registrar



**Greg McDermott**

Information and  
Communications  
Technology Manager  
(appointed June 2010)



**James O'Boyle**

Financial Controller



**John O'Sullivan**

Deputy Registrar  
(appointed May 2010)



**Frank Treacy**

Deputy Registrar

## RETIRED DURING 2010

**Paul Brent**

Mapping Advisor

**Diarmuid Clancy**

Deputy Registrar

**Fran Leahy**

Human Resources  
Manager

**Michael Treacy**

Corporate Services  
Manager



■ ■ The PRA is extremely well placed to meet future challenges. It has huge strengths in setting direction, giving leadership and creating shared understandings of its strategies. It is well placed in terms of providing good customer service and has demonstrated a significant capacity in continuous improvement and in the use of ICT, and openness to new structures and practices that will serve it well into the future. ■ ■



**JOHN T. COLEMAN**

Chairperson



# Foreword by the Chairperson of the Property Registration Authority

On behalf of the Property Registration Authority (PRA) I am pleased to introduce the Annual Report for 2010.

2010 was again a year of considerable achievements for the PRA. The PRA made further significant progress in delivering one of its key statutory mandates “to promote and extend the registration of ownership of land”. The Minister for Justice and Law Reform, signed an order in November 2010 extending Compulsory First Registration to the remaining counties of Dublin and Cork and as a result all twenty six counties will be compulsory registerable within the registration of title system from June 2011. Another major achievement in 2010 was the completion, on time and within budget, of the Digital Mapping Project, following a five year implementation period. The PRA is now in the excellent position of holding one of the largest property databases in Ireland, offering a fully electronic national register of property ownership and related information.

The PRA’s commitment to the delivery of the most efficient and effective service to our customers remained a high priority throughout the year. This Annual Report contains a detailed account of the level of activity and turnaround times of casework processing in 2010. The success of the PRA’s online service *landdirect.ie* can be seen from the level of usage of this service since its launch in 2000. I believe that this usage also reflects the quality and level of services now available online to the PRA’s customers.

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

Over the last decade or so, the PRA has undergone a major modernisation and transformation programme. This was the subject of a detailed review in the Second Report of the Organisational Review Programme (ORP), published by the Department of the Taoiseach in October 2010. The aim of the ORP process is to provide an external and objective assessment to ensure that Government Departments and Offices are “fit for purpose” in terms of the challenges they face. In relation to the PRA, the report acknowledged the significant developments and achievements of the organisation in recent years and concluded that:

**“the PRA is extremely well placed to meet future challenges. It has huge strengths in setting direction, giving leadership and creating shared understandings of its strategies. It is well placed in terms of providing good customer service and has demonstrated a significant capacity in continuous improvement and in the use of**

**ICT, and openness to new structures and practices that will serve it well into the future”.**

The ongoing commitment of the PRA to eGovernment is evidenced in the progress being made in its eRegistration programme and 2010 has proved to be another successful year in this regard. More than 60% of all cancellations of mortgages are now lodged electronically following the successful launch of the eDischarges service in March 2009. In January 2010, the second eRegistration service (eCharging Orders) was launched in partnership with the Department of Health and Children and the HSE. This electronic service enables the HSE to electronically apply for the registration of Charging Orders. Progress continues to be made, in consultation with our stakeholders, to advance the next steps of the PRA's eRegistration programme between now and the end of 2012.

The PRA has been the recipient of numerous independent awards in recent years and 2010 was no exception. I am pleased to report that the success of eDischarges was acknowledged by its selection for two prestigious awards – a Public Sector Times eGovernment Award and An Taoiseach's Public Service Excellence Award.

The PRA's second decentralisation project to Roscommon is also well underway. Staff have now moved from the temporary accommodation in Roscommon town to the new state of the art building located at Golf Links Road. The new building was officially opened in February 2011 by Mr. Michael Finneran TD, the then Minister for Housing and Local Services at the Department of Environment, Heritage and Local Government.

I am pleased to report that the PRA's Strategic Plan for the period 2010-2012 was approved by the Minister for Justice and Law Reform in 2010. As will be seen from this report, the organisation has already made significant progress in delivering on its strategic objectives. The PRA is committed to delivering on these strategic objectives so that we will continue to provide the most efficient and effective service to our customers in the years ahead. Also, the PRA's Action Plan for the Public Service Agreement 2011-2014 is in place and several of the planned initiatives detailed in the plan are well underway.

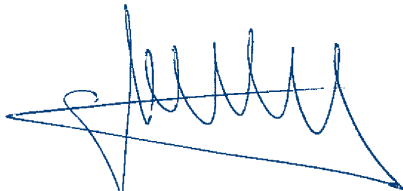
At the time of writing this foreword, Catherine Treacy had recently retired as Chief Executive and the appointment of her successor is awaited. Catherine was the Chief Executive of the PRA since its establishment in 2006 and, prior to that, was Chief Executive and Registrar of Deeds and Titles for a number of years. During her long and distinguished career in the Public Service and as head of this organisation, Catherine played a central role in developing and enhancing the services of the PRA and has successfully moved the organisation to the point where it can now offer a fully electronic national register of property ownership and

related information. I would like to express my thanks to Catherine for her professionalism, dedication and commitment to the PRA and wish her well in the future.

I would also like to thank Emer Daly and John Shaw, whose terms of office as members of the Authority ended during 2010 and the current members of the Authority for their commitment and contribution on the Authority. I also wish to welcome Paul McSweeney and Denis Byrne who were appointed to the Authority by the Minister for Justice and Law Reform in 2010.

I would also like to take this opportunity to thank the Management and Staff of the PRA for their hard work and commitment throughout 2010. I look forward to their continued support, the support of the new Chief Executive and the support of my fellow members of the Authority as we face the challenges in the years ahead.

Finally, I wish to extend my thanks to the former Minister for Justice and Law Reform, Mr. Dermot Ahern, TD, for his support during the year and I look forward to working with the newly appointed Minister for Justice and Law Reform, Mr Alan Shatter TD, in the future.



**John T. Coleman**

CHAIRPERSON

# Progress against the objectives set out in the Strategic Plan 2010-2012

## OBJECTIVE 1: Completion of the Irish Land Register

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

The PRA continued to actively implement the strategies and options available to it to extend compulsory registration of ownership of land. The completion of the register is an express mandate of the PRA. Significant progress continues to be made in this regard:

- On 2 November 2010 the Minister for Justice and Law Reform made an order to extend Compulsory First Registration to counties Cork and Dublin (S.I. 516 of 2010). As a result, from 1 June 2011, CFR will extend to all 26 counties. The impact of this order is that from 1 June 2011, the sale of any unregistered property will trigger a compulsory first registration in the Land Registry. This major development will further accelerate the completion of the land register in Ireland particularly when there is an upturn in activity in the property market.
- A Working Group was established to review present arrangements and to make recommendations on the future processing of cases requiring examination of title. The Working Group submitted their report to the Senior Management Team (SMT) in December 2010. The Working Group's Report recommended the establishment of Examiner Cross Functional Teams (ECF Teams) in the Dublin, Waterford and Roscommon offices, which would comprise staff at all levels from Clerical Officer upwards and be headed by an Examiner or Chief Examiner of Titles. The primary objective of establishing ECF Teams is to provide the capacity to process the anticipated increased numbers of first registration and other examiners' cases at lower unit costs.
- The level of voluntary certification in compulsory first registration areas continues to be maintained despite the nationwide downturn in sale transactions. This was due mainly to a successful "out-reach" programme utilising the expertise of the professional staff of the Land Registry supported by comprehensive online information.

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.

2006	2007	2008	2009	2010
1,770,223	1,808,552	1,849,388	1,908,843	1,968,024

## OBJECTIVE 2: Digital Mapping

**Facilitate the eConveyancing and eRegistration initiatives by advancing the rollout of the Digital Mapping Project, with the ultimate objective of achieving full conversion of all registered land parcels by 2010.**

The digitisation of the land register was completed in August 2010. With this significant achievement, the PRA now offers customers Ireland's first comprehensive online national database of land related information which consists of 2.8 million land parcels represented by over 15 million boundaries.

What is now available in Ireland is on a par with the "best in class" internationally and the enhanced value of this database offers possibilities beyond its traditional use. This feature-rich database, while providing our customers with a greatly improved service, is also a powerful enabler in facilitating the PRA to assist other organisations in the delivery of Government policy and the State's obligations under EU law, in a value for money manner.

This successful transition from paper to a fully electronic national register of property ownership providing textual, geographic and index information has paved the way for further developments in the areas of electronic registration and electronic conveyancing and will support the further integration of property related services in future years.



Digital Map overlaid with orthophotography

### **OBJECTIVE 3: Contribute to Electronic Conveyancing (eConveyancing)**

#### **Contribute to the national eConveyancing programme by preparing for and commencing roll out of an electronic Registration of Title (eRegistration) programme.**

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

eDischarges was the first tangible element of eConveyancing in Ireland. This system enables lending institutions to request the cancellation of registered charges by electronic means without the need to submit any paper to the PRA. More than 60% of all discharges are now lodged electronically via eDischarges with over 35,000 applications lodged since the launch of the service. In 2010, a total of 26,175 applications were lodged.

In January 2010 the PRA launched its second eRegistration service, eCharging Orders. This allows the Health Service Executive (HSE) to electronically apply for the registration of Charging Orders where Ancillary State Support has been issued under the Nursing Homes Support Scheme, better known as 'A Fair Deal'. This has also proved to be very successful and has given momentum and confidence to proceed to the next phase of eRegistration.

Key to the success of these projects was the collaborative approach adopted whereby the PRA and other interested bodies such as the Law Society, the Irish Mortgage Council, the Revenue Commissioners and the HSE worked in tandem to develop the services.

The eRegistration Project Board was convened for the next phase of the PRA's eRegistration programme. The Board contains representation from the Law Society, Irish Banking Federation, Revenue Commissioners, Companies Registration Office, Courts Service and the Central Statistics Office, as well as members of the PRA's staff.

For 2011, the PRA is committed to conducting an extensive programme of stakeholder consultation in order to develop specifications for a system that will improve on the existing registration process in terms of efficiency, effectiveness and transparency. The development of eRegistration services, with a focus on electronic transfers of ownership (eTransfers) and electronic registration of mortgages (eCharges), is fundamental to any future system of eConveyancing.

## OBJECTIVE 4: Legislative Framework

Ensure appropriate legislative provisions and Practice Directions are in place to achieve objectives.

### NEW RULES AND PRACTICE DIRECTIONS IN 2010

The Land and Conveyancing Law Reform Act 2009, which commenced on 1st December 2009, had major implications for both Registries. It substantially amended the Registration of Title Act 1964 and repealed many pre-1922 Statutes. Major changes were introduced across the spectrum of land law and conveyancing. Among the principal areas affected were:

- Ownership of land
- Future interests
- Trusts
- Powers
- Co-ownership
- Appurtenant rights
- Title
- Operation and content of deeds
- Mortgages
- Judgment Mortgages
- Lis Pendens.

All the Practice Directions were reviewed, in consultation with the Working Group on Rules and Practice Directions and 23 in all required amendment, some extensive. These amended Practice Directions were re-published early in 2010.

Two new Practice Directions were published, again following consultation with the Working Group:

- Charging Orders under the Nursing Homes Support Scheme Act 2009 (published July 2010)
- Mapping Practice (published November 2010).

**LEGAL OFFICE NOTICES**

A total of 9 new Legal Office Notices were published on the PRA’s website [www.prai.ie](http://www.prai.ie) in 2010.

**CONSOLIDATED RULES**

In recent years there has been an acceleration in law reform in land and conveyancing law, in particular the enactment of the Registration of Deeds and Title Act 2006 and the Land and Conveyancing Law Reform Act 2009. There has also been implementation of information and communication technologies in the title registration process resulting in the digitisation of the land registers and registry maps. Consequent on these developments it was necessary to make a series of interim Land Registration Rules to deal with pressing matters and to provide a sound legal basis for implementation of the required reforms. It is proposed to revise and consolidate those rules as presently contained in the Rules of 1972, 1975, 1977, 1981, 1986, 2000, 2005, 2006, 2007, 2008, 2009 and 2009 (2).



*There has been an acceleration in law reform in land and conveyancing law*

The Registration of Deeds and Title Rules Committee has been briefed on progress regarding the drafting of new consolidated Land Registry Rules and Forms and a full working draft is being considered. A number of matters have been remitted to the SMT who will prepare a revised draft in due course with a view to having the new Rules considered and ready for publication later in 2011.



## OBJECTIVE 5: Maintaining and Developing Customer Service

Anticipate and meet customer expectations and emerging market demand.

### LAND REGISTRATION

#### REGISTRATION

It is generally the case across the international land registration domain that the level of annual activity is measured by reference to the number of changes to the register. An application may thus include a number of simultaneous transactions resulting in multiple changes to the register; for example, an application may include a transfer of ownership, a new charge and a cancellation of an existing charge which will bring about several changes. Accordingly, in line with best international practice and to facilitate proper comparisons with other jurisdictions, the PRA now adopts this convention and additional approach to reporting casework activity.

The total number of actual changes to the land register during 2010 was 575,019.

#### WORK ON HAND

The ongoing clearance of cases on hand at the Land Registry continued throughout the year. At end 2010, there were some 140,000 cases on hand compared to in excess of 178,306 cases on hand at the end of 2009, a reduction of 32%.

This considerable reduction in the number of cases on hand was achieved through a continuous process of optimising work practices underpinned by a targeted approach to prioritising casework. The co-operation of the staff of the Authority was a very significant factor in the productivity levels achieved.

#### CASEWORK PROCESSING

In addition to the casework clearance programme, substantial progress has been made in respect of reducing 'turnaround times'. By way of example, during 2010:

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

## CERTIFICATION AND SEARCHING

As part of the delivery of its electronic services, including the transition from paper to a fully electronic national register of property ownership and a comprehensive online national database of land related information, the PRA has developed a suite of world class online information and registration services. These are available over the Internet via the *landdirect.ie* service. During 2010, almost 2.5 million searching and certification transactions were processed through the *landdirect.ie* portal.

## REGISTRATION OF DEEDS

The number of applications recorded in the Registry of Deeds during 2010 was 49,400 which was a 28% reduction on the 2009 figure. There is no backlog of casework in the Registry of Deeds.

All of the service delivery target dates set out in the Registry of Deeds Customer Charter were achieved throughout 2010. For example:

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

## 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 and since then 84,301 applicants have purchased their ground rents and acquired the fee simple to their dwelling houses under the vesting certificate scheme.

The PRA operated the scheme successfully in 2010, a year which saw the intake of consent applications decrease by 17% (449 as opposed to 539), while output of such cases was down by 19% on 2009, (496 as opposed to 612). The year saw a 12% reduction from 683 to 601 in the intake of arbitration applications and a decrease in output of 34% from 872 to 575. Turnaround times for such cases were maintained with 180 new cases awaiting the attention of the Arbitrator at end 2010. There are currently a total of 897 arbitration and consent cases pending of which 613 are under query.

€136,344 was paid out to applicants in 2010 in respect of purchase money compared to €195,634 in 2009.

Details of the activity in 2010 and the comparative figures for 2008, 2009 and 2010 are shown in the table at Appendix 5.

During 2010, the Ground Rents Arbitrator retired from the PRA and was not replaced.

At 31 December 2010 the balance in the Purchase Monies Account held at the Central Bank of Ireland to the order of the Minister for Finance was €4,030,793.59.

### ELECTRONIC SERVICES

The following table outlines the number of subscribers and the level of usage of online services showing the growth since the first full year of the service in 2000. These services are delivered through [www.landdirect.ie](http://www.landdirect.ie).

Year	2000		2007	2008	2009	2010
No. of professional users	1,700		12,741	13,872	14,837	15,775
No. of online transactions	0.2 million		2.3 million	2.5 million	2.6 million	2.5 million

In 2010, the overall usage included 1,240,576 transactions using the Digital Map, together with 223,667 online transactions relating to the Registry of Deeds which became available through [landdirect.ie](http://landdirect.ie) for the first time in January 2010.

Usage of the PRA's main website [www.prai.ie](http://www.prai.ie) continues to grow as a valuable communication mechanism and as an information portal for our customers into [landdirect.ie](http://landdirect.ie). The value of this service to our customers can be measured by its level of usage.

In 2010 the website received almost 1.5 million visits with 2.8 million page views. Of the 2.8 million page views:

- Over 1 million visitors went on to access the [landdirect.ie](http://landdirect.ie) homepage
- The Forms page which provides application forms for services was accessed over 78,000 times
- The Land Registry Services page was accessed on more than 63,000 occasions
- The Registry of Deeds Services section was accessed over 56,000 times
- There were 424,125 new visitors to the site.

In 2010, the [www.prai.ie](http://www.prai.ie) website was updated and the new look website was launched in August.

## SERVICE DELIVERY TARGETS

### Land Registry

The target for the issue of certified copy folio/title plans via *landdirect.ie* is set at 80% to be issued within 1 working day. This target was achieved throughout 2010 and at times exceeded.

The target for Official Map Searches was achieved over some periods during 2010 with 70% of searches completed within 5 days over the full year.

The target for the availability of reference numbers for applications lodged by post or at public counters was achieved throughout 2010. Application reference numbers were available through *landdirect.ie* within 1.1 days of lodgement. Where the application was made using the eForm 17 facility (circa 55% of all applications) the reference number was available instantly.

### Registry of Deeds

All of the service delivery targets set out in the Registry of Deeds Customer Charter were achieved throughout 2010. Accordingly:

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

## CUSTOMER INFORMATION UNIT

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

The Information Unit operates between the hours of 9am and 5pm. In 2010, the Unit handled approximately 120,000 calls and this equates to almost 600 calls per day. This considerable volume of work allows casework production staff engaged on registration and mapping work to concentrate on their specific areas of activity, thus maximising productivity and achieving the targets and standards for completion of casework.

## CUSTOMER FOCUS GROUP

This forum continued to meet during 2010. These meetings provide a continuing opportunity for consultation on a range of issues and the dissemination of information on any changes planned or being introduced.

## SEMINARS

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 2010. These included:

### **First Registration**

- Bar Associations: Cavan, Galway, Kildare, Mayo, Monaghan, Mullingar and Longford

### **Land and Conveyancing Law Reform Act 2009**

- Bar Associations: Cavan, Clare, Cork, Dublin, Galway, Kildare, Mayo, Midlands, Monaghan, Longford and West Cork

### **landdirect.ie**

- Bar Associations: Cavan, Castlebar, Cork, Ennis, Longford, Mullingar and West Cork

### **eRegistration/eDischarges**

- Bar Associations: Cavan, Castlebar, Cork, Ennis, Longford, Mullingar and West Cork
- Matheson Ormsby Prentice Solicitors
- Irish Banking Federation

### **Digital Mapping and other significant developments**

- Bar Associations: Cavan, Cork, Longford, Mayo, Monaghan and Westmeath/Offaly
- IMGS Customer Group
- DIT Geomatics students
- UCC Geomatics and Remote Sensing students
- Kerry County Council
- Kildare County Council
- Waterford City Council
- Wicklow County Council
- Society of Chartered Surveyors
- Law Society Conveyancing Committee
- Department of Communications
- Department of Environment and Local Government

### **VISITORS TO THE PRA**

The PRA has hosted meetings and welcomed individuals and delegations from a range of land registration and related organisations in recent years. Among the visitors welcomed to our offices in 2010 were a delegation from the Egyptian government in June.

### **NATIONAL HERITAGE WEEK**

The Registry of Deeds participated in National Heritage Week for the first time in 2010. A total of ten tours were organised between Monday 23 and Friday 27 August.

Each tour accommodated 10 – 12 people and was completely oversubscribed. 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 ten tours were received very positively and the Registry intends to participate again this year.

**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.

In 2010 the PRA participated in the Job Shadow scheme and the Willing, Able and Mentoring (WAM) programme, details of which are outlined in the next section of this report.

**SERVICE THROUGH THE IRISH LANGUAGE**

19 applications for registration in the Irish language were completed in 2010.

In April 2010 the Office of An Coimisinéir Teanga carried out a review of the PRA Irish Language Scheme 2007-2010. Their report concluded that the various commitments set out in the scheme were met within the agreed timeframes and that the scheme was implemented by the PRA in a satisfactory manner.

In 2010 submissions were invited from staff and from the public for the second Irish Language Scheme which will be drafted and published in 2011.



*Registry of Deeds participated in National Heritage Week*

## OBJECTIVE 6: Responsive and Flexible Organisation

### Maintain a responsive and flexible organisation with the capacity to deliver on organisational mandates.

The "Second Report of the Organisational Review Programme" (ORP) which was published in October 2010 contains findings and follow up Action Plans in relation to the PRA, the Department of Health and Children, the Office of the Revenue Commissioners and the Central Statistics Office. The review of each organisation was conducted by an external team on behalf of the Department of the Taoiseach. The aim of the ORP process is to ensure that Government Departments and Offices are fit for purpose in terms of the challenges they face.

In relation to the PRA, the report refers to the significant developments and achievements of the organisation in recent years and concludes that *"the PRA is extremely well placed to meet future challenges. It has huge strengths in setting direction, giving leadership and creating shared understandings of its strategies. It is well placed in terms of providing good customer service and has demonstrated a significant capacity in continuous improvement and in the use of ICT, and openness to new structures and practices that will serve it well into the future"*. The Review Group recommended that, in order to enhance further the PRA's capacity to meet future challenges, internal communications structures should be improved. This recommendation has been taken on board and the Action Plan sets out the relevant measures in this regard.

At the 31 December 2010 there were 586 posts in the Property Registration Authority filled by a total of 637 staff. This is a decrease of almost 6% on the total number of staff working at end 2009. This reduction is in line with the target in staff numbers (604 posts) to be achieved through the implementation of the Employment Control Frameworks (ECF) as part of the Government's four year National Recovery Plan. With these staff restrictions the challenge for 2010 was to reduce the staff numbers, notwithstanding the need to engage in the decentralisation programme for Roscommon, while at the same time ensuring the delivery of a quality and effective service to our customers.

Over the course of 2010, 22 officers retired from the PRA including 6 officers who availed of the Incentivised Scheme for Early Retirement (ISER). Four of these officers were members of the Senior Management Team.

During 2010, 7 staff were assigned to the Property Registration Authority for decentralisation to Roscommon through the Central Applications Facility (CAF) which is operated by the



Public Appointments Service (PAS). A total of 9 officers transferred out of the Property Registration Authority under decentralisation and a further 13 officers transferred to other departments on a voluntary basis.

There are currently 76 PRA staff (69.4 posts) serving in the Roscommon office compared with 85 at the end of 2008 and 72 at the end of 2009. The reduction in staff numbers in Roscommon arose largely from the transfer of staff to the Department of Social Protection.

In addition to the reduction in numbers set out above there was no recruitment to fill vacancies created by staff availing of the Shorter Working Year Scheme in 2010 which amounted to a total of 565 weeks unpaid leave. This equates to approximately 11 members of staff.

A limited amount of overtime was carried out in the PRA during 2010 focussed exclusively on essential services.

A total of 49 staff left the organisation during 2010.

170 staff availed of work-sharing options in 2010 which represents 119 posts (20.3% of the total posts).

The PRA continued to offer a wide range of flexible working arrangements to staff, including flexitime, work-sharing, career breaks and term-time leave. The Performance Management and Development System (PMDS) has been embedded within the organisation for some time and is used to manage all aspects of staff performance.

In addition to their contribution to the work of the organisation, many of the staff of the PRA are involved in community and voluntary activities outside of the organisation. In particular, staff in each of our offices have traditionally taken the opportunity to mark the Christmas festival by collectively donating to nominated charities.

During 2010 the PRA participated in the Job Shadow<sup>1</sup> scheme as part of its disability initiatives at both its Roscommon and Dublin offices. Feedback from this initiative was very positive.

We also participated in the Willing, Able and Mentoring (WAM)<sup>2</sup> programme. A six month placement was provided for a graduate with a disability which was organised through the Association of Higher Education, Access and Disability (AHEAD).

1. The Job Shadow Initiative is a national project operated by the Irish Association of Supported Employment (IASSE) designed to bring together people with disabilities and local employers in the spirit of collaboration to enable job seekers explore the world of work.

2. The WAM (Willing Able Mentoring) programme, funded by FÁS, promotes mainstream access to the Irish labour market for graduates with disabilities.

## OBJECTIVE 7: Corporate Governance

**That the structures and processes are in place to ensure that the organisation carries out its functions in an environment that reflects appropriate standards of corporate governance, financial management and control.**

### 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 her/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 Accounting Officer appeared before the Public Accounts Committee in February 2010 to give evidence on the Account.

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 and a member of staff, 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 2010.

**Internal Audit Unit**

Audits are conducted by the Internal Audit Unit across the range of activities of the PRA including financial, operational and governance. Twelve audits were completed in 2010. 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 Finance for all expenditure above an agreed threshold.

### **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 Law Reform and the Department of Finance 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 2010 resulted in the achievement of reductions in respect of both current and capital expenditure.

### **COMPLIANCE WITH LEGISLATION**

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

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

#### **Safety, Health and Welfare at Work Act 2005**

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

## OBJECTIVE 8: Value for Money

**Value for money is an explicit objective of Government policy. It requires all areas of the public service to ensure enhanced efficiency, accountability and transparency in public expenditure.**

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.

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

- For the second year running the PRA has reduced net expenditure by 13% when compared to the previous year. Actual expenditure from the PRA Vote for 2010 amounted to €35m (as against €40.2m for 2009 – a decrease of 13%). It is worthy of note that since 2008 net expenditure has reduced by 24% (2008 expenditure €46.2m)
- Of the total net sum expended of €35m, expenditure on Salaries amounted to €26.8m - during 2010, expenditure on salaries and overtime decreased by €3.2m, or 11% over 2009
- Capital Expenditure for 2010 amounted to €2.4m as against €4.4m for 2009 (a decrease of €2m).

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.

### TRANSFORMATION FORUM

The PRA Action Plan proposals under the Public Service Agreement 2011-2014 were presented to the Transformation Forum which is drawn from the constituent elements of Partnership – staff, unions and management. The Forum held two meetings in 2010, on 13 October 2010 and 10 November 2010 and agreed the Action Plan and commenced its implementation.

There were industrial relations issues in the early part of 2010 throughout the Civil Service including the PRA arising from Government decisions on pay and Public Service pensions.

## OBJECTIVE 9: Decentralisation

### Relocate part of the Authority's operations to Roscommon pursuant to the Government's decentralisation programme.

The Office of Public Works (OPW), together with the PRA was responsible for providing a new purpose built office for the PRA at Golf Links Road, Roscommon. Construction work on the building structure itself was completed in November 2010 and the offices were handed over to the PRA in December 2010. The building will be ready for occupation in mid January 2011.

Under the Government's decentralisation programme announced in 2003, approximately a third of the then staffing complement of the PRA were to be relocated to a new office in Roscommon town. The overall staffing number of the PRA has since reduced to approximately 586 at the end of 2010 with 75 PRA staff in temporary office accommodation in Convent Road, Roscommon. These officers will be the first to relocate to the new building.

A number of factors will affect the timescale for assigning additional staff to the Roscommon office including:

- the overall reduction in staffing numbers throughout the Public Service and specific reduction of staff numbers in the PRA, under the Employment Control Framework (ECF) set out by the Department of Finance
- the moratorium on recruitment and promotion in the public service and
- difficulty in assigning staff at the appropriate grades who have volunteered to transfer.

Staff are assigned, on a voluntary basis, to decentralised offices through a process known as the Central Applications Facility (CAF). This facility is operated centrally through the Public Appointments Service (PAS) and covers all decentralisation initiatives across Government.

The PRA is continuing to work with the PAS and the Department of Finance to assign additional staff to its new Roscommon office.



*PRA offices in Roscommon*

## OBJECTIVE 10: Buildings Management

### Provide appropriate accommodation for the organisation.

As outlined previously in this report, construction work on the new purpose built offices for the PRA in Roscommon was completed in November 2010. Staff will relocate to these offices in early 2011.

The building is designed and built to the highest standards and specification and based on making the best use of sustainable energy principles. It makes the best use of leading edge design and technology in respect of heat retention and ventilation, is insulated to the highest standards and also contains a sophisticated water recycling facility.

Moreover, in terms of technology, it is again designed to the highest standards to make the best use of the considerable investment in technology by the PRA in recent years.

A considerable overhaul of part of the PRA's office premises in Chancery Street was undertaken in 2010. This included the complete redesign of the public counter services in Chancery Street which was one of the areas designated as a priority under an ongoing review and reorganisation in the Dublin offices. This review enabled the relocation of staff and facilitated the surrender of office accommodation in the Setanta Centre complex to OPW for other uses which again assisted in the more cost effective delivery of services to customers and in particular public counter services. A planned programme of maintenance for Chancery Street will continue during 2011 to ensure that we can provide suitable and effective services to our customers.

Since the 1980s, the PRA has maintained an extensive document warehouse in Santry, where the majority of its historical paper records are stored. This facility is shared with the Revenue Commissioners and the Department of Social Protection. During 2010, the PRA engaged actively with the OPW, who are responsible for the overall Santry complex, in relation to the allocation and fitting-out of additional space to meet the storage requirements of the PRA from 2012 onwards. It is anticipated that this issue will be resolved as a matter of priority during 2011.



# Financial Report - Summary 2010

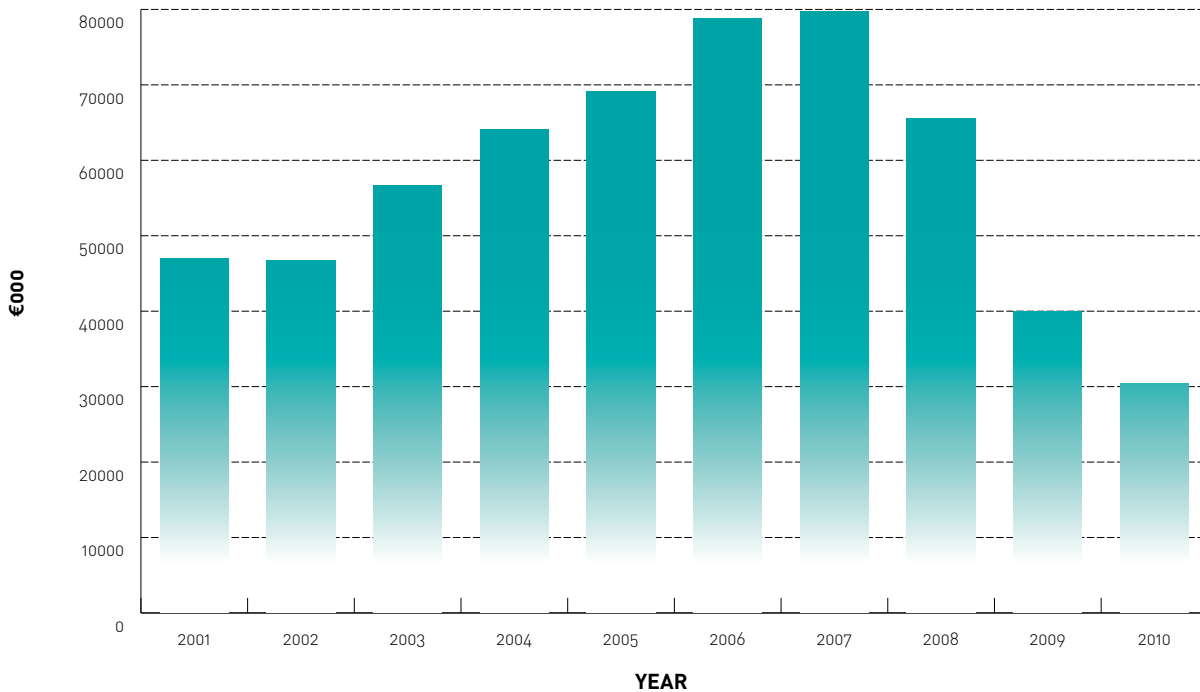
## Fees

Fees received by the PRA amounted to €30.4m in 2010 as against €40m in 2009. This was a decrease of €9.6m or 24 % over 2009.

All fees collected by the PRA are remitted to the Exchequer on an ongoing basis. On that basis therefore, in excess of €30m was remitted directly to the Exchequer in 2010.

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 the year.

## FEES RECEIVED 10 YEAR SUMMARY





## 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.

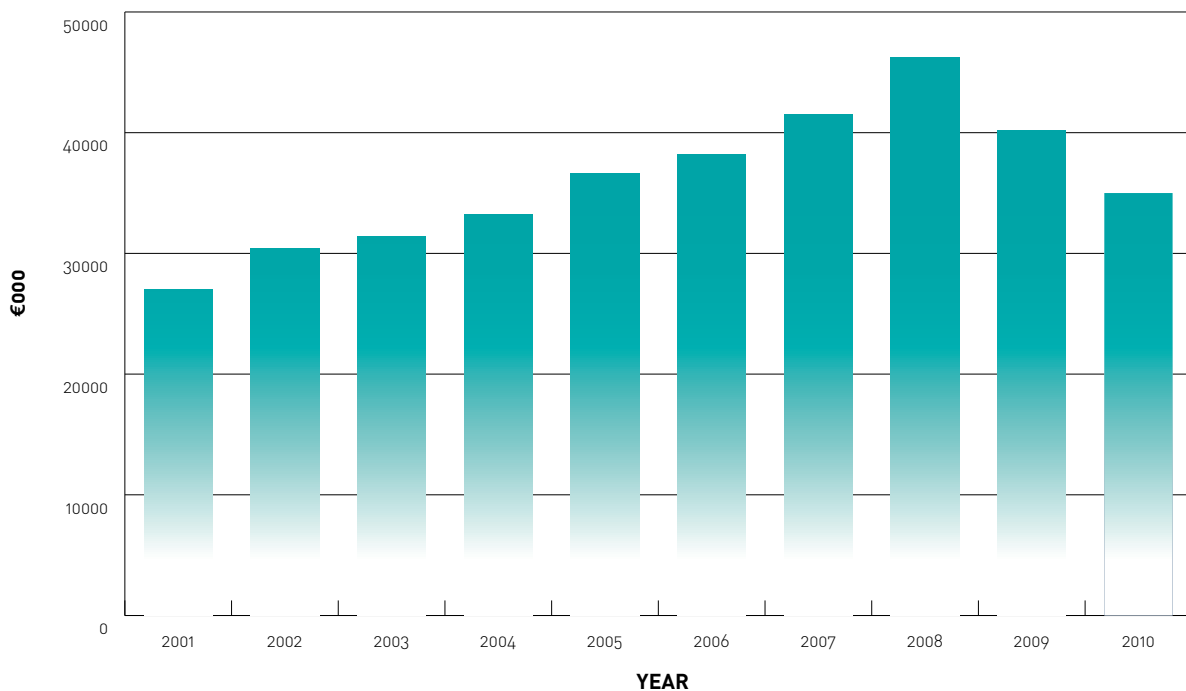
For the second year running it can be reported that the PRA has reduced net expenditure by 13% when compared to the previous year. Actual expenditure from the PRA Vote for 2010 amounted to €35m (as against €40.2m for 2009 – a decrease of 13%). It is worthy of note that since 2008 net expenditure has reduced by 24% (2008 expenditure €46.2m).

Of the total net sum expended of €35m, expenditure on Salaries amounted to €26.8m; this represented 77% of all expenditure. Furthermore, during 2010, expenditure on salaries and overtime decreased by €3.2m, or 11% over 2009.

Total net Current Expenditure for 2010 amounted to €32.6m as against €35.8m for 2008 (a decrease of €3.2m).

Capital Expenditure for 2010 amounted to €2.4m as against €4.4m for 2009 (a decrease of €2m).

## NET EXPENDITURE 10 YEAR SUMMARY



## 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:

- €3.7 m under Vote 7 - Superannuation and Retired Allowances
- €2.3m under Vote 10 - Office of Public Works
- €0.3m under Vote 19 - Financial Shared Services
- €3.4m notional rents on State-owned properties

The total expenditure in 2010 increased to €44.7m (2009 €51.4m). There was therefore an overall decrease in costs on 2009 of €6.7m (or 13%).

## Prompt Payment of Accounts Act 1997

It is the policy of the PRA to fully comply with the terms of the Prompt Payment 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 2010, only 10 invoices out of a total of 2,352 invoices processed incurred late payment penalties. The value of all invoices that incurred penalties amounted to €29,182. This represents 0.3% of the total payments falling within the terms of the Regulations. The total interest paid during 2010 resulting from late payments amounted to €60.

## 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

466 enquiries were received from members of the Oireachtas and dealt with via e-mail during 2010

26 Parliamentary Questions were tabled by members of the Oireachtas and dealt with during 2010

28 letters/representations from TD's and Senators were received and dealt with during 2010

### OFFICE OF THE OMBUDSMAN

9 letters were received from the Ombudsman's Office relating to complaints in 2010.

### COMPLAINTS PROCEDURE

8 formal complaints were received during 2010 and were dealt with under the PRA's Complaints Procedure.



PRA staff receive an eGovernment award from Eamonn Gilmore, Tánaiste and Minister for Foreign Affairs and Trade

## 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 SERVICE (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](http://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 goes 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 on from a successful application for funding to the European Commission under the latter's Civil Justice programme, the EULIS member countries are in the process of specifying the technical architecture and operational requirements necessary for EULIS 2.0 which will provide the key interfaces required for compliance and collaboration the with eJustice portal developments. The PRA is currently the sponsor organisation for the work package leading to the development of the technical infrastructure and application development process. It is anticipated that this will be implemented in the latter half of 2012.

### **EUROPEAN LAND REGISTRY ASSOCIATION (ELRA)**

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

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

### **UNITED NATIONS ECONOMIC COMMISSION FOR EUROPE (UNECE) - WORKING PARTY ON LAND ADMINISTRATION (WPLA).**

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

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

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

## INSPIRE

The INSPIRE Directive 2007/2/EC of the European Parliament aims to create an EU spatial data infrastructure. The directive came into force on 15th May 2007 and will be implemented in various stages, with full implementation required by 2019.

INSPIRE, which was transposed into Irish Law on 1 August 2010 will enable the sharing of environmental spatial information among public sector organisations and better facilitate public access to spatial information across Europe. The Department of Environment, Heritage and Local Government has been tasked with the implementation of the INSPIRE directive in Ireland. The PRA, as one of the Legally Mandated Organisations (LMOs), is actively engaged in the implementation of the Directive and will fully conform to all legislative requirements ensuring that the INSPIRE delivery schedules are met.

## 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.



# Appendices

## APPENDIX 1

### Financial Summary

Statement of Expenditure	2010 €000	2009 €000
Salaries and Wages	26,831	30,020
Travel and Subsistence	97	96
Compensation	167	282
Ordnance Survey	3,589	4,023
Training	144	159
Cleaning	391	423
Miscellaneous	255	307
Authority and Audit Committee Fees	127	133
Post	396	500
Telecoms	535	533
IT Current	1,172	1,327
IT Capital	1,493	2,528
Office Machinery and Supplies	339	242
Office Maintenance	536	507
Light and Heat	243	266
Office Furniture	53	5
Consultancy	33	28
<b>Total Gross Expenditure (Vote 23)</b>	<b>36,401</b>	<b>46,206</b>
Less Pension Levy	(1,401)	(1,182)
<b>Net Expenditure (Vote 23)</b>	<b>35,000</b>	<b>40,197</b>

**Note: These figures are provisional and subject to audit by the Comptroller and Auditor General.**

## APPENDIX 1 CONTINUED

**Fees collected by the PRA**

	2010 €000	2009 €000
Land Registry Fees	28,646	37,036
Registry of Deeds Fees	1,733	2,853
Ground Rent Fees	83	87
<b>Total Fees</b>	<b>30,462</b>	<b>39,976</b>

**Staff Costs and Employee Numbers**

	2010	2009
Staff serving at end of Year	586	616
	<b>€000</b>	<b>€000</b>
Pay	24,932	28,224
Higher, special or additional duties allowances	-	40
Other allowances	75	92
Overtime	480	164
Employer's PRSI	1,344	1,500
<b>Total Staff Costs</b>	<b>26,831</b>	<b>30,020</b>



## APPENDIX 1 CONTINUED

## 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 put in place, maintained and operated by the PRA. This responsibility is exercised in the context of the resources available to me and my other obligations as Chief Executive Officer. 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.

In addition, an audit committee has been established to advise me in discharging my responsibilities for the internal financial control system.

**APPENDIX 1 CONTINUED****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, in particular, that:

- there is an appropriate budgeting system with an annual budget which is reviewed 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 Authority
- there are systems aimed at ensuring the security of the ICT systems
- there are appropriate capital investment control guidelines and formal project management disciplines.

**INTERNAL AUDIT**

I confirm that the PRA has an internal audit function, 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 Authority is exposed and its annual internal audit plans are based on this analysis.

**ACCOUNTING OFFICER**

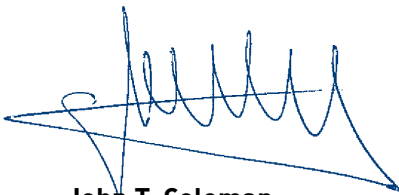
PROPERTY REGISTRATION AUTHORITY

## APPENDIX 2

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

As Chairperson I affirm/confirm/certify

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



**John T. Coleman**

CHAIRPERSON

PROPERTY REGISTRATION AUTHORITY

## APPENDIX 3

**Land Registry Workflow – All Categories**

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

**Table 1**

Year	2010	2009	2008
Changes to the register	575,019	534,528	572,604

For comparison purposes Table 2 shows the breakdown of the various application types for 2010, 2009 and 2008 at 31 December.

**Table 2**

Application Type	Year	Intake	Output	Cases under query	Work in progress
Applications for Registration	2010	145,227	192,061	23,084	106,622
	2009	202,548	234,782	30,194	148,112
	2008	243,917	246,512	34,250	176,405
Examiners & Section 49 Cases	2010	3,278	5,132	4,463	5,846
	2009	3,715	5,325	4,824	6,017
	2008	4,199	4,645	5,384	6,802
Ground Rent Applications	2010	1,050	1,071	618	279
	2009	1,222	1,484	746	187
	2008	1,656	1,620	813	434
Land Commission Cases	2010	52	1,211	508	971
	2009	68	327	657	2,596
	2008	48	355	669	2,982
Title Plans & Copy Folios	2010	158,616	164,846	N/A	3,360
	2009	179,221	178,854		6,152
	2008	211,499	211,660		5,685
Scheme Map Approval	2010	467	467	N/A	0
	2009	524	530	96	N/A
	2008	1,034	882	102	50
Copy Instruments	2010	7,066	6,344	N/A	766
	2009	7,942	9,030	N/A	964
	2008	10,619	10,420	172	2,052
Official Map Searches	2010	845	845	N/A	0
	2009	2,444	2,464		3
	2008	3,328	3,327		89

## APPENDIX 4

**Digital Mapping Activity**

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**

2010	Address Search	Townland Index/ Map Index Search	View Map	Total
January	15,680	31,134	38,974	85,788
February	20,716	39,592	44,987	105,295
March	20,212	41,566	49,368	111,146
April	17,340	34,942	45,966	98,248
May	17,350	37,590	47,223	102,163
June	17,418	33,680	46,627	97,725
July	20,375	36,253	48,563	105,191
August	19,568	39,116	50,456	109,140
September	21,299	40,943	54,102	116,344
October	18,650	39,190	51,099	108,939
November	21,759	45,783	59,340	126,882
December	11,574	26,572	35,569	73,715
<b>Total</b>	<b>221,941</b>	<b>446,361</b>	<b>572,274</b>	<b>1,240,576</b>

## APPENDIX 5

**Grounds Rents Activity**

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

**Table 4**

	Year	Intake	Output
Arbitration Cases	2010	601	575
	2009	683	872
	2008	830	1,025
	2007	989	1,062
Consent Cases	2010	449	496
	2009	539	612
	2008	826	595
	2007	757	798
<b>Total</b>	<b>2010</b>	<b>1,050</b>	<b>1,071</b>
	<b>2009</b>	<b>1,222</b>	<b>1,484</b>
	<b>2008</b>	<b>1,656</b>	<b>1,620</b>
	<b>2007</b>	<b>1,746</b>	<b>1,914</b>

## APPENDIX 6

**Authority Meetings**

Seven meetings of the members of the Authority were held during 2010. The number of meetings held during the period of membership of each Authority member in 2010 and the number of meetings he/she attended are shown in Table 5.

**Table 5**

Members serving during 2010	Meetings held during membership	Meetings attended
John T. Coleman	7	7
Denis A. Byrne	1	1
Seamus Carroll	7	6
Emer Daly	6	5
Michael Edwards	7	6
Michael Kelly	7	6
Paul McSweeney	6	6
Peter Savage	7	6
John Shaw	6	6
Roderick Tyrrell	7	6
Máire R. Whelan	7	6
Una Woods	7	5

**Notes:**

- John T Coleman was first appointed as a member and Chairperson of the Authority on 27 May 2009 and was reappointed as a member and Chairperson on 4 November 2010.
- Emer Daly and John Shaw completed their four year term of office on 3 November 2010.
- Máire R. Whelan and Una Woods were reappointed as members of the Authority in November 2010.
- Paul McSweeney was appointed as a member of the Authority on 16 February 2010.
- Denis A. Byrne was appointed as a member of the Authority on 17 November 2010.
- There is one vacancy at the end of 2010.

## APPENDIX 7

**Sub-committee meetings**

Members of the Authority also attended a number of sub-committee meetings during 2010.

**Table 6**

Members	Audit Committee		Draft Rules & Practice Directions		Draft Strategic Plan 2010 - 2012	
	Meetings Held	Attendance	Meetings Held	Attendance	Meetings Held	Attendance
John T. Coleman					1	1
Denis A. Byrne						
Seamus Carroll			2	0	1	1
Emer Daly	3	3			1	1
Michael Edwards			2	1		
Michael Kelly	4	3				
Paul McSweeney						
Peter Savage						
John Shaw						
Roderick Tyrrell						
Máire R. Whelan			2	2		
Una Woods			2	2		

**Notes:**

- This table includes all members of the Authority serving during 2010.
- The Audit Committee consists of members of the Authority, three external to the PRA and one member of staff of the PRA.
- The subcommittee on the Draft Rules and Practice Directions consists of three members of the Authority and a number of staff members of the PRA.
- The sub group on the Draft Strategic Plan 2010 - 2012 consisted of three PRA members and two meetings were held by way of voice conference (on 17 December 2009 and 12 January 2010).



**Fees:**

The annual fee payable to the members of the Authority for 2010 is in accordance with the rate approved by the Minister for Finance which is as follows:

- Chairperson of the Authority: €20,520 per annum and
- 9 members of the Authority €11,970 per annum.

During 2010 a total of €127,149 fees were paid to members of the Authority (in 2009 it was €130,461).

In addition €4,311 Travel and Subsistence was paid to members of the Authority (in 2009 it was €7,881).

## APPENDIX 8

## Membership of the Registration of Deeds and Title Rules Committee

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

### MEMBERSHIP OF THE COMMITTEE AT YEAR ENDING 31 DECEMBER 2010

The Honorable Miss Justice Mary Laffoy, Judge of the High Court (Chairperson)

John T. Coleman, Chairperson of the PRA

Catherine Treacy, Chief Executive of the PRA

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

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

## APPENDIX 9

### Overview of Energy usage in PRA buildings in 2010 (as required by S.I. 542 of 2009)

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.

The total energy usage for the premises occupied by the PRA (excluding the office located in the Four Courts complex) in 2010 was:

1,123.9 MWh of Electricity  
1,163.7 MWh of Fossil Fuels

The total energy usage for the entire Four Courts complex in 2010 was:

3,729.14 MWh of Electricity  
2,688.76 MWh of Fossil Fuels

It is not possible at present to calculate what percentage of this is attributable to the PRA offices located in the Four Courts complex.

#### ACTIONS TAKEN IN 2010

The Optimising Energy at Work campaign was ongoing in three of our buildings during 2010. In all buildings there is an ongoing campaign to encourage staff to turn off office equipment and lights. Other actions taken in 2010 included:

- new boilers installed in one building
- boiler start times adjusted
- motion sensor lights installed in some areas
- out of hours heating reduced
- used bulbs replaced by lower wattage energy saving bulbs
- Water coolers were replaced by filtered mains water in all buildings.

These initiatives resulted in an overall saving of 57.1 MWh in the five PRA locations excluding the offices located in the Four Courts complex (Chancery Street).

## APPENDIX 9 CONTINUED

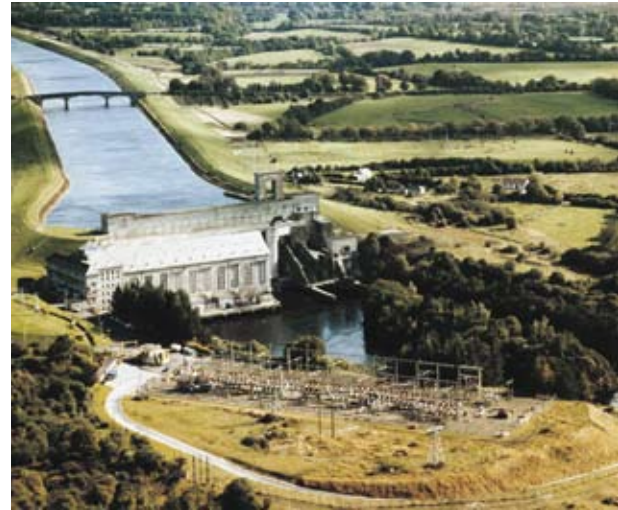
**INITIATIVES TO BE UNDERTAKEN IN 2011**

The Optimising Energy at Work campaign will continue in the buildings where it has already been established. Energy use will be monitored by the green team in each building. The campaign will be rolled out in our Chancery Street office in 2011. Other initiatives considered for 2011 included the possibility of insulating the boiler house valves in our Waterford building and the possibility of extending the use of sensor lighting in our other buildings. However, due to lack of financial resources it is unlikely that these initiatives will be advanced in 2011.

**ROSCOMMON – GOLF LINKS ROAD**

The new PRA offices in Golf Links Road were built to the highest energy efficiency specifications. These include:

- wood pellet-burner to provide heating with back-up oil system
- solar panels used to heat water
- sensor lighting system
- Automatic ventilation system
- CO<sub>2</sub> monitors
- Rainwater harvesting for toilet flushing



Ardnacrusha



Waterford City

## APPENDIX 10

## Ongoing Collaborative Property Portfolio Management Projects

Table 7

Agency	Project	Public Value
DAA plc	Shannon Airport lands	Shannon Airport has now been registered in the name of the appropriate state agency.
ESB	Shannon lands	For the first time since the 1950s when originally vested by the relevant Minister of the day, lands related to Ardnacrusha Generating Station are being registered in the ESB's name as part of the ESB Property Project
SFADCO to Clare County Council	Shannon Town transfer of ownership	Transfer of the bulk of properties in Shannon town to the appropriate local authority facilitating registration of numerous further transactions. This is one of the largest single transactions ever registered.
Waterford City Council and NRA	Waterford City bypass	Through novel use of vesting order procedure and collaborative interaction between PRA, Waterford City Council and the NRA relevant registration of all compulsorily acquired lands proceeded in tandem without any delay.
IDA Ireland	Amalgamation of freehold folios Tullamore Industrial Park	Facilitates reduction in time spent by IDA Ireland identifying burdens over its properties and will speed up site sale process
Waterford City Council	Name change on all folios registered to Waterford City Council	Facilitates identifying properties owned by state body which has had name changes over time

# Contacts

## The Property Registration Authority

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

### Land Registry

Chancery Street, Dublin 7, DX228

Phone: (01) 670 7500 or LoCall 1890 333 001

Public Office Open: 10.30am-4.30pm

Cork Road, Waterford, DX 44090

Phone: (01) 670 7500 or LoCall 1890 333 001

Public Office Open: 10.30am-4.30pm

### Registry of Deeds

Henrietta Street, Dublin 1, DX 199

Phone: (01) 670 7500 or LoCall 1890 333 001

Public Office Open: 10.00am-4.30pm.

### Ground Rents

Chancery Street, Dublin 7, DX 228

Phone: (01) 670 7500 or LoCall 1890 333 001

Public Office Open: 10.30am-4.30pm.

**[www.prai.ie](http://www.prai.ie)**

The English language version is the original text of this report.