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# ANNUAL REPORT 2012



An tÚdarás Clárúcháin Maoine  
The Property Registration Authority



## Our Mission

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

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

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# The Role of the Property Registration Authority

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

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

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

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

## The principal functions of the PRA are to:

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

# Members of the Property Registration Authority and Senior Management Team

at 31 December 2012

## THE PROPERTY REGISTRATION AUTHORITY



**John T. Coleman**

Chairperson

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



**Frank Branigan**

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



**Denis A. Byrne**

Denis is a Practising Tax Consultant.



**Seamus Carroll**

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



**Deirdre Fox**

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



**Michael Kelly**

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



**Paul McSweeney**

Paul is CEO of the Local Government Management Agency.



**Teresa Pilkington**

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



**Peter Savage**

Peter is an elected member of Louth County Council.



**Roderick Tyrrell**

Roderick is a Practising Solicitor (Tyrrell Solicitors).



**Una Woods**

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

# Senior Management Team

## SENIOR MANAGEMENT TEAM



**Frank Treacy**

Interim Chief Executive



**Shay Arthur**

Mapping Advisor



**Ray Duffy**

Corporate Services Manager



**Fergus Hayden**

Deputy Registrar



**Brian Kelly**

Deputy Registrar



**Greg McDermott**

Deputy Registrar



**Aileen McHugh**

Human Resources Manager



**James O'Boyle**

Financial Controller

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## Foreword by the Chairperson of the Property Registration Authority

“During 2012 the PRA actively implemented the strategies and options available to it in delivering one of its key statutory mandates “to promote and extend the registration of ownership of land”, following all twenty six counties becoming compulsory registerable within the registration of title system in 2011.”



# 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 2012.

During 2012 the PRA actively implemented the strategies and options available to it in delivering one of its key statutory mandates “to promote and extend the registration of ownership of land”, following all twenty six counties becoming compulsory registerable within the registration of title system in 2011. The ongoing growth of the Land Register reflects in part the contribution from the Compulsory First Registration programme with over 2 million folios now opened in the Land Registry. The PRA now holds and manages one of the largest property databases in Ireland and it offers a fully electronic national register of property ownership and related information.



**John T. Coleman**  
Chairperson

A further significant step was made in 2012 with regard to the PRA's online service [landdirect.ie](http://landdirect.ie). When a new service for non-account holders became available online for all the twenty six counties. This new service allows the occasional or one-off user who wishes to search the PRA's database online, to do so without having to open and maintain an account. The success of this new service, and the [landdirect.ie](http://landdirect.ie) service for the professional users which had its first full year of service in 2000, can be seen from the level of usage which is detailed in this report.

The continued development of the PRA's eRegistration services, in consultation with our main stakeholders, shows the PRA's commitment to eGovernment. In 2012, the PRA continued an extensive programme of stakeholder consultation in order to finalise the specifications for the next phase of delivery of our eRegistration systems. Work on the development of this new phase of eRegistration, which includes the electronic generation of deeds of transfer and charge, the secure exchange of documents and the electronic payment of fees, commenced in the second half of 2012. It is planned to launch these new services in the first half of 2013.

The provision of efficient and effective service to our customers remained a high priority throughout the year and this report contains a detailed account of the level of activity and turnaround times of casework processing in 2012. The PRA also remains committed to the highest standards of corporate governance and in ensuring that the principles of value for money are applied throughout the organisation.

The merger of the PRA, the Valuation Office and Ordnance Survey, which was announced by the Government in October 2012, will provide a new challenge for the organisation over

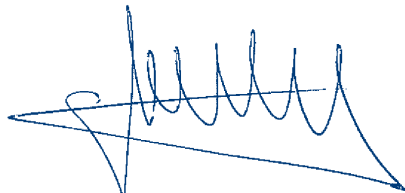
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## FOREWORD BY THE CHAIRPERSON OF THE PROPERTY REGISTRATION AUTHORITY

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the next number of years and the Authority is looking forward to working closely with the Department of Justice and Equality in this regard. I am pleased to announce that our new Strategic Plan for 2013 - 2015 was approved by the Minister for Justice and Equality in December 2012. We will keep this plan under review to ensure that we remain focused on meeting all of our objectives and commitments including those that may arise from the merger of the three organisations.

I wish to thank the Management and Staff of the PRA for their support and commitment to the organisation during 2012 and I look forward to their continued support as we face the new challenges ahead. I am also grateful for the ongoing support of my fellow members of the Authority and the expertise they bring to the organisation.



**John T. Coleman**

Chairperson



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

## Objective I

# Completion of the Irish Land Register

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

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

The level of voluntary certification in compulsory first registration areas continues to be maintained. 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. It is expected that the lower first registration fee, applicable to certified titles from December 2012, will further incentivise such applications.

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

Some initial consideration was given to extending “triggers” for first registration to transactions other than sales and leases. This will be further considered in Year 2013.

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

#### **NUMBER OF FOLIOS IN THE LAST FIVE YEARS**

<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>
1,849,388	1,908,843	1,968,024	2,022,061	2,066,132

## 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.**

### Spatial Information Services

The PRA public sector outreach program to raise awareness of the value of land registry spatial data was completed during 2012. Presentations were made to 16 Local Authorities and 9 Government Departments during the year. As a result of the program 11 Local Authorities requested land registry spatial data in order to assist them build their Property Interest Registers (PIR).

The Spatial Information Team carried out 39 route planning searches on behalf of Local Authorities, National Roads Authority, Utilities and some private sector organisations.

### INSPIRE

The INSPIRE Directive of the European Parliament which seeks to establish an 'Infrastructure for Spatial Information in the European Community' (INSPIRE) was transposed into Irish law through Statutory Instrument No. 382 of 2010. This directive aims to create an EU-wide Spatial Data Infrastructure (SDI) based on member states SDIs which can enable the sharing of environmental spatial information among public sector organisations, improved environmental policy making and better public access to spatial information across Europe. Land Registry is the Legally Mandated Organisation (LMO) in Ireland for the Annex 1 Cadastral Parcels Theme and as such is obliged to provide discovery, view and ultimately download services through INSPIRE and Irish Spatial Data Infrastructure (ISDI) geo-portals. Cadastral Parcels are lands that are registered in the Land Registry excluding multi-storey registrations such as apartments, flats etc.

Tests were carried out in October to evaluate the impact of extracting registered properties for the 26 counties in order to comply with the INSPIRE directive. Following the successful extraction of parcel data the PRA will provide Land Registry cadastral parcels on a bi-annual basis to the Department of the Environment Communication & Local Government (DECLG) who are responsible for dealing with the European Commission and for supplying the data to the INSPIRE and ISDI geo-portals. A new ISDI geo-portal is due to be launched in June of 2013.

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

### 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.

The PRA currently provides two eRegistration services, eDischarges and eCharging Orders. The success of both of these services has given momentum and confidence to proceed to the next phase of eRegistration.

The eRegistration Project Board was convened for Phase 2 of the programme. In keeping with the collaborative approach adopted in relation to this project, 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.

In 2012, the PRA continued an extensive programme of stakeholder consultation in order to finalise the specifications for the next phase of delivery of eRegistration systems, that will improve on the existing registration process in terms of efficiency, effectiveness and transparency and the scope of the system was agreed by all stakeholders. Work on the development of these services, which include the electronic generation of deeds of transfer and charge, secure exchange of documents, electronic payment of fees and electronic notifications commenced in the 2nd half of 2012 and is nearing completion. It is planned to launch these new services in the first half of 2013.

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

## Objective 4

# Legislative Framework

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

### Statutory Enactments

#### Consolidated Rules 2012

Arising from the accelerated 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, together with developments in technology, it was necessary to make a series of interim Land Registration Rules. These were contained in the Land Registration Rules 1972 – 2011.

Consolidated and revised Land Registration Rules were drafted and presented to the Registration of Deeds and Title Rules Committee, who subject to the concurrence of the Minister, made the Land Registration Rules 2012. The Minister agreed the Land Registration Rules 2012 (S.I. No. 483 of 2012) on 1st December 2012. These consolidated and revised Rules will commence on 1st February 2013 and will replace the Land Registration Rules 1972 – 2011.

A Report to the Minister from the Registration of Deeds and Title Rules Committee for the year ending 31st December 2012 can be found in Appendix 10.

#### New and Revised Practice Directions in 2012

- The new Practice Direction on NAMA applications was published in April 2012.
- Arising from the commencement of Rules 5 and 7 of the Land Registration Rules 2011 on 1st March 2012, which prescribed new Forms of charge securing present and future advances for both residential and commercial loans, the Practice Direction on Burdens was revised in so far as it dealt with charges by registered owners.
- The full suite of Practice Directions will require to be reviewed and amended to take account of the Land Registration Rules 2012. This will be carried out early in Year 2013.

#### Legal Office Notices

A total of 4 new Legal Office Notices were published on the PRA's website [www.prai.ie](http://www.prai.ie) in 2012.

## 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.

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

The total number of actual changes to the land register during 2012 was 445,112.

##### **Work on hand**

The Land Registry continued to actively engage in clearance of cases throughout the year. At end 2012, there were 83,346 cases on hand compared to 93,898 cases on hand at the end of 2011, a reduction of 11%.

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

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

##### **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 2012:

- All electronic applications (eDischarges of mortgages and eNursing Home charges) were completed within 2 days
- 75% of mainstream cases, in order for registration, are completed within 10 working days
- 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



## MAINTAINING AND DEVELOPING CUSTOMER SERVICE

information and registration services. These are available over the Internet via the landdirect.ie service.

During 2012, almost 3 million searching and certification transactions were processed through the landdirect.ie portal.

### Registration of Deeds

The number of applications registered in the Registry of Deeds during 2012 was 25,715 which was a 16% reduction on the 2011 figure. There is no backlog of casework in the Registry of Deeds.

### Ground Rents Applications

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

In 2012, the intake of consent applications increased by 10% (570 as opposed to 519), and the output was 635 compared to 546 in 2011 which represents an increase of 16%. The year saw a 12% reduction in the intake of arbitration applications from 520 to 457 but output increased by 21% from 407 to 494.

Details of the activity in 2012 and the comparative figures for 2010 and 2011 are shown in the table at Appendix 5.

### 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).

#### NUMBER OF SUBSCRIBERS AND THE LEVEL OF USAGE OF ONLINE SERVICES

Year	2000	2009	2010	2011	2012
No. of professional users	1,700	14,837	15,775	16,565	17,657
No. of online transactions*	0.2 million	2.6 million	2.5 million	2.5 million	2.9 million

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## MAINTAINING AND DEVELOPING CUSTOMER SERVICE

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In 2012, the overall usage included 1,818,560 transactions using the Digital Map, together with 275,119 online transactions relating to the Registry of Deeds which became available through landdirect.ie for the first time in January 2010.

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

In 2012 the website received almost 1.4 million visits with almost 3 million page views. The highest recorded daily number of visitors was on Monday 1 October with over 10,000 visitors to the site.

Of the 2,958,579 million page views:

- 995,874 visitors accessed the landdirect.ie homepage
- The Forms page which provides application forms for services was accessed over 75,000 times
- The Contact Us page was accessed on more than 93,000 occasions
- The Registry of Deeds Services section was accessed over 75,000 times
- There were 394,751 new visitors to the site
- 13,733 visitors accessed the website via referrals from www.irishgenealogy.ie

### landdirect.ie for non-account holders

A new landdirect.ie service for non-account holders was introduced in October 2011. This allows customers, who wish to search our maps and view folios online, to do so without having to open and maintain an account.

This service was implemented on a trial basis in 2011 and was very well received. Map and folio data for all counties was available online for non-account holders by the end of 2012.

### 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 significantly exceeded in 2012 with 91% of copies issued within 1 day.

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## MAINTAINING AND DEVELOPING CUSTOMER SERVICE

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The target for Official Map Searches was also achieved during 2012 with 94% of searches completed within 5 days.

The target for the availability of reference numbers for applications lodged by post or at public counters was achieved throughout 2012. Application reference numbers were available through landdirect.ie within 24 hours 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 2012. 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 2012, the Unit handled over 100,000 calls and this equates to almost 500 calls per day. This considerable volume of work allows casework production staff engaged on registration and mapping work to concentrate on their specific areas of activity, thus maximising productivity and achieving the targets and standards for completion of casework.

### **Customer Focus Group**

This forum continued to meet during 2012. 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.

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## MAINTAINING AND DEVELOPING CUSTOMER SERVICE

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### 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 2012. These included:

#### **First Registration**

- Solicitors CPD Study Group

#### **Insolvency issues**

- Midland Bar Association
- Matheson Ormsby Prentice Solicitors

#### **Introduction to Land Law**

- Department of Arts Heritage & Gaeltacht

#### **Landdirect.ie**

- Legal Aid Board
- Department of Environment and Local Government
- OPW
- Official Assignees Office
- Garda Síochana

#### **eRegistration/eDischarges**

- Fingal County Council
- Dun Laoghaire/Rathdown County Council

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## MAINTAINING AND DEVELOPING CUSTOMER SERVICE

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

- IIS
- DIT Geomatics students
- Carlow County Council
- Cavan County Council
- Donegal County Council
- Kildare County Council
- Kilkenny County Council
- Laois County Council
- Louth County Council
- Meath County Council
- Monaghan County Council
- South Dublin County Council
- Tipperary North County Council
- Tipperary South County Council
- Wicklow County Council
- Department of Agriculture
- Department of Environment and Local Government
- Department of Arts Heritage & Gaeltacht
- Inland Fisheries Ireland
- Valuation Office
- Revenue Commissioners
- Office of the Data Protection Commissioner
- Registers of Scotland
- Land & Property Services, Northern Ireland

### **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.

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## MAINTAINING AND DEVELOPING CUSTOMER SERVICE

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### **National Heritage Week**

The Registry of Deeds again participated in National Heritage Week in 2012. A total of 15 tours were organised in the last week of August 2012.

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

A synopsis of the registration process was also provided and the Registry of Deeds' collection of documents of historical importance was exhibited. The tour also included a demonstration of records of genealogical interest, ranging from very old records up to the present day of computerisation. All tours were received very positively and the Registry intends to participate again in 2013.

### **Accessibility**

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

### **Service through the Irish language**

14 applications for registration in the Irish language were completed in 2012.

## Objective 6

# Responsive and Flexible Organisation

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

### Staff Numbers

At 31st December 2012, there were 543.9 posts in the Property Registration Authority filled by a total of 590 full time equivalent staff (FTE). This is a decrease of almost 5.14% on 2011. Since 2007 there has been an overall reduction of 24% in staffing numbers. The target to be achieved for 2012 under the Employment Control Framework (ECF) as part of the Government's response to the economic crisis, at 552 posts, was surpassed.

The breakdown of posts across locations is 301 (329 FTE) serving in Dublin, 70.8 (76 FTE) in Roscommon and 172.1 (185 FTE) in Waterford.

### Staff Exits

Over the course of 2012, 16 officers retired from the PRA. In view of its declining intake of applications and arrears of cases on hand, the PRA was in a position to release staff, on voluntary transfer, to other offices and departments such as *PeoplePoint*, the Irish Prison Service, Department of Social Protection and Revenue Commissioners. A total of 15 officers transferred out in this manner.

Two staff at HEO level were seconded during 2012 to the Department of the Taoiseach and the Department of Foreign Affairs for the period of Ireland's Presidency of the EU.

### Family Friendly Policies

The Shorter Working Year Scheme in 2012 amounted to a total of 636 weeks unpaid leave. This equates to approximately 14 members of staff.

17 career break returnees accepted an offer of an extension to their career break. 7 more were placed on the Public Appointments Service Resource Panel for re-deployment and 6 of these were subsequently placed with other organisations.

The PRA continued to offer a wide range of flexible working arrangements to staff, including flexi-time, work-sharing, career breaks and term-time leave. 162 staff availed of work-sharing options in 2012, which represents 115.9 posts (21.3% of total posts).

The PRA was selected to transition to the HR and *Pensions Shared Services (Peoplepoint)* during the period March to August 2013, as part of the second tranche of offices. Engagement with the Project Group commenced as part of a comprehensive communication process.

The first iteration of the *Workforce Action Plan* was submitted to the Department of Public Expenditure and Reform in August. As part of this process a *Knowledge and Skills and*

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## RESPONSIVE AND FLEXIBLE ORGANISATION

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**Qualifications Audit** was undertaken which will inform future decision making and allocation of resources.

Participation rates for the **Performance Management and Development System (PMDS)** were high at 92.1% across the organisation.

During 2012 the PRA was involved in the *Job Shadow* scheme as part of its disability initiatives at its Roscommon, Waterford and Dublin offices. In addition, three students from Waterford Institute of Technology, studying for degrees in legal studies, were facilitated for three weeks each in the Waterford Office, as part of the *work experience* requirements of their course.

A concise **HR Strategy** anticipating the transition from transactional HR to strategic HR management was devised at the end of the year. It will be launched through the PRA staff Transformation Forum in January 2013.

A report outlining the findings of a **Staff Climate Survey**, undertaken at end 2011, was published in September. The action items outlined therein will be progressed during 2013, with a view to enhancing staff engagement and internal communications.

**Attendance management** continued to be prioritised and the lost time rate achieved was 5.09% compared to 4.94% in 2011 and 6.14% in 2010. However, the total cost of absenteeism decreased by 20% over 2010. This reflects a reduction in the number of uncertified instances from 717 in 2010 to 487 in 2012, or in terms of uncertified sick days, from 876 in 2010 to 604 in 2012, a reduction of approximately 31%.



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

The main elements of the Governance Framework are as follows:

#### **Audit Committee**

An Audit Committee consisting of a number of members external to the PRA, together with two Authority members is in place since 2007. The Audit Committee reviews and assesses the work of the Internal Audit Unit. The Committee also reviews the PRA's approach to Risk Management. Four meetings of the Audit Committee were held in 2012.

#### **Internal Audit Unit**

Audits are conducted by the Internal Audit Unit across the range of activities of the PRA including financial, operational and governance. Nine audits were completed in 2012. 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

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## CORPORATE GOVERNANCE

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and assessed and necessary mitigating actions are, where resources allow, put in place.

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

### **Data Protection**

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

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

### **Procurement**

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

### **Financial Reporting**

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

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

Ongoing expenditure management in 2012 resulted in the achievement of further reductions in respect of both current and capital expenditure.

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## CORPORATE GOVERNANCE

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### **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.

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

A Corporate Procurement Plan is being developed to take account of central procurement initiatives and it is envisaged that this will be in place in the first half of 2013.

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

- For the fourth consecutive year, the PRA has reduced net expenditure. Actual expenditure from the PRA Vote for 2012 amounted to €31m (as against €31.5m for 2011 – a decrease of 1.5%).
- It is worthy of note that since 2008 net expenditure has reduced by 33% (2008 expenditure €46.2m).
- Capital Expenditure for 2012 amounted to €0.2m a similar level to 2011.

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's Transformation Forum is drawn from the constituent elements of Partnership – staff, unions and management.

The Forum is augmented by local transformation groups, based in each of the PRA's offices in Dublin, Waterford and Roscommon. Their remit includes communicating the transformation message and encouraging innovation in their local area. This ensures a continuous focus at a local level on improving processes, reducing costs and delivering a high quality customer service.

To date, a number of process and technological suggestions have been put forward by this forum and they are currently being developed further with a view to being implemented.

## Objective 9

# Decentralisation

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

The Public Service Reform Plan published by the Department of Public Expenditure and Reform (D/PER) on 17th November 2011 indicated that the PRA staff in Roscommon would remain in situ but that the number of staff indicated in the original decision (230 staff) would be reviewed.

In light of the Government's review of the viability of all decentralisation projects, it was furthermore decided that the Office of Public Works (OPW) should work with the PRA as the main occupier of the Roscommon office to ensure the optimum utilisation of the accommodation by other suitable public sector occupants.

Discussions commenced with the Department of Agriculture and Food with a view to the relocation of approximately 50 of its staff, from surrounding counties, to the PRA building in Roscommon in early 2013.

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## Objective 10

# Buildings Management

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### **Provide appropriate accommodation for the organisation.**

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The lease on the PRA office space in the Setanta Centre, Nassau Street, (which accommodates 95 PRA staff) is due to expire in March 2013. A project group within the Property Registration Authority was set up in November 2011 to plan for the re-location of staff from Setanta to other offices located in Dublin.

Plans were initially drawn up to refurbish the accommodation in the Chancery Street office to provide suitable accommodation for the relocation of the 95 staff to Chancery St. This however was not achievable and, in November 2012, it was decided that approximately 60 of the 95 staff could be re-located to office space then occupied by the Valuation Office in the Irish Life Centre. The remainder of the staff for re-location would then be accommodated in the office in Chancery Street, which would require refurbishment but on a much smaller scale than originally planned and at considerable less cost.

# Financial Report - Summary 2012

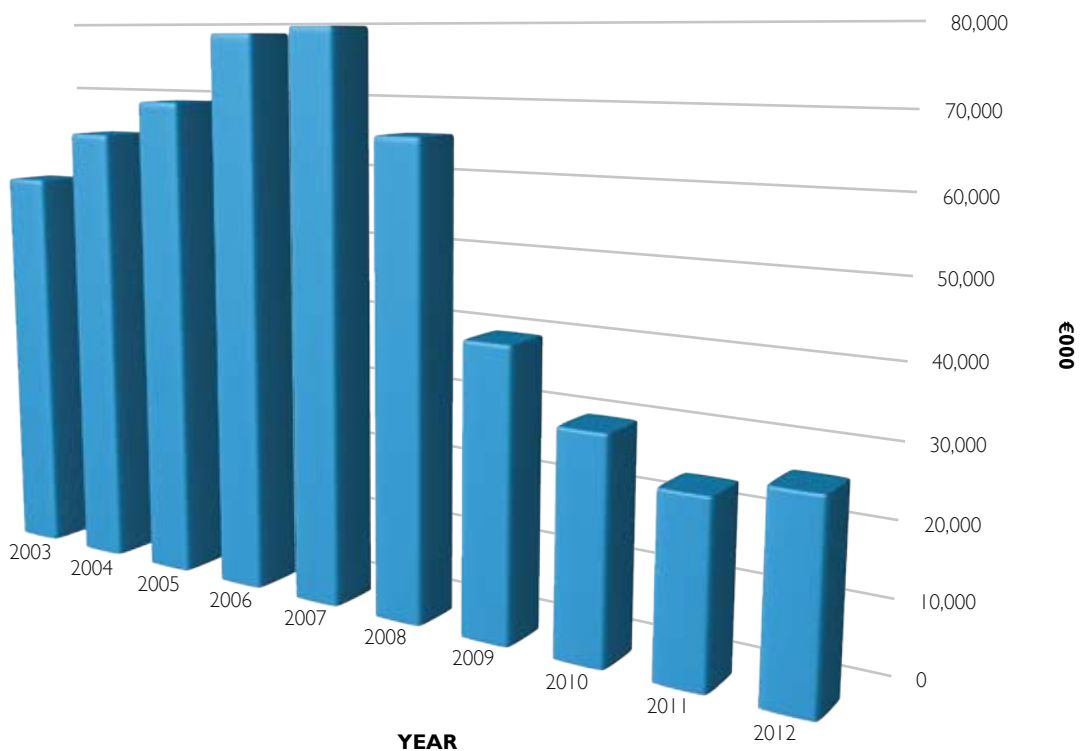
## Fees

Fees received by the PRA amounted to €27.3m in 2012 as against €24.8m in 2011. This was an increase of €2.5m or 10% over 2011.

All fees collected by the PRA are remitted to the Exchequer on an ongoing basis. On that basis therefore, in excess of €27m was remitted directly to the Exchequer by the Property Registration Authority in 2012. The Land Registration (Fees) Order 2012, setting out a revised schedule of fees, was signed by the Minister for Justice and Equality, with the consent of the Minister for Public Expenditure and Reform, on 28th September 2012, and came into operation on 1st December 2012.

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

## FEES RECEIVED 10 YEAR SUMMARY



FINANCIAL REPORT - SUMMARY 2012

**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.

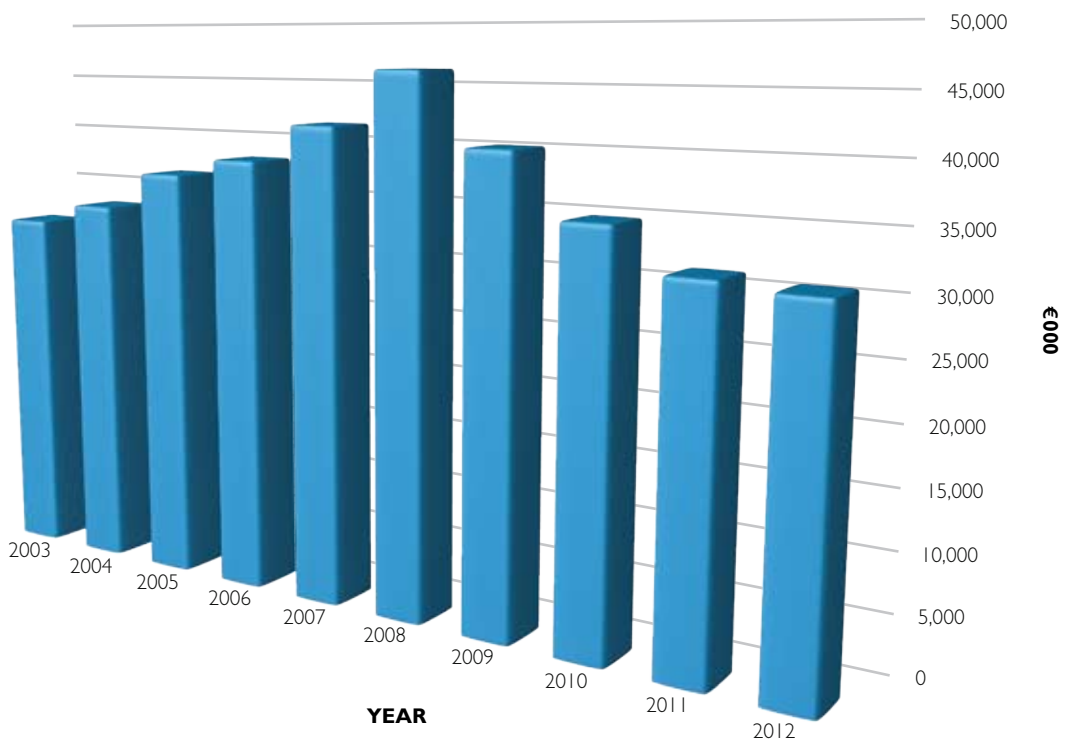
For the fourth consecutive year it can be reported that the PRA has reduced net expenditure. Actual expenditure from the PRA Vote for 2012 amounted to €31m (as against €31.5m for 2011 – a decrease of 1.5%). It is worthy of note that since 2008 net expenditure has reduced by 33% (2008 net expenditure €46.2m).

Of the total net sum expended of €31m, net expenditure on Salaries amounted to €23.8m; this represented 77% of all expenditure.

Total net Current Expenditure for 2012 amounted to €30.8m as against €31.3m for 2011 (a decrease of €0.5m).

Capital Expenditure for 2012 amounted to €0.2m, a level similar to 2011.

**NET EXPENDITURE 10 YEAR SUMMARY**





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## FINANCIAL REPORT - SUMMARY 2012

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### **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:

- €3.5m under Vote 7 - Superannuation and Retired Allowances
- €1.2m under Vote 10 - Office of Public Works
- €0.3m under Vote 19 - Financial Shared Services
- €2.4m notional rents on State-owned properties

the total expenditure in 2012 increased to €38.4m (€39.5m in 2011). There was therefore an overall decrease in costs on 2011 of €1.1m (or 3%).

### **Prompt Payment of Accounts Act 1997**

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

In 2012 a total of 4 invoices incurred late payment penalties. The value of all invoices that were paid late amounted to €35,278. This represents c.0.4% of the total payments falling within the terms of the Regulations. The total interest paid during 2012 resulting from late payments amounted to €69.73.

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## External Scrutiny

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

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### Parliamentary Questions

188 enquiries were received from members of the Oireachtas and dealt with via e-mail during 2012

38 Parliamentary Questions were tabled by members of the Oireachtas and dealt with during 2012

2 letters/representations from TD's and Senators were received and dealt with during 2012

### Office of the Ombudsman

2 letters were received from the Ombudsman's Office relating to complaints in 2012.

### Complaints Procedure

7 formal complaints were received during 2012 and were dealt with under the PRA's Complaints Procedure.

## International Initiatives

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

### European Land Information Services (EULIS)

The development of world class ICT systems in recent years has enabled the PRA to participate in international developments such as EULIS. EULIS is an initiative by various land registration authorities across Europe to provide cross-border access to their respective online databases and electronic services ([www.eulis.eu](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 building the EULIS 2.0 portal which will provide the key interfaces required for compliance and collaboration 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.

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

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## INTERNATIONAL INITIATIVES

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### European Land Registry Association (ELRA)

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

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

### INSPIRE

The INSPIRE **Directive 2007/2/EC** of the European Parliament aims to create a 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 1st 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

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## INTERNATIONAL INITIATIVES

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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.

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# Appendices

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# Appendix I

## FINANCIAL SUMMARY

<b>Statement of Expenditure</b>	<b>2012</b>	<b>2011</b>
	<b>€000</b>	<b>€000</b>
Salaries and Wages	25,114	26,046
Travel and Subsistence	87	97
Compensation	58	209
Ordnance Survey	3,400	2,588
Geodirectory	70	69
Training	158	135
Cleaning	354	356
Miscellaneous	214	275
Authority and Audit Committee Fees	95	116
Post	351	366
Telecoms	357	428
IT Current	940	966
IT Capital	161	155
Office Machinery and Supplies	181	315
Office Maintenance	336	388
Light and Heat	392	284
Office Furniture	1	25
Consultancy	11	20
<b>Total Gross Expenditure (Vote 23)</b>	<b>32,280</b>	<b>32,838</b>
Less Pension Levy	(1,313)	(1,355)
<b>Net Expenditure (Vote 23)</b>	<b>30,967</b>	<b>31,483</b>

## APPENDIX I

## FEES COLLECTED BY PRA

	<b>2012</b>	<b>2011</b>
	<b>€000</b>	<b>€000</b>
Land Registry Fees	26,031	23,330
Registry of Deeds Fees	1,140	1,359
Ground Rent Fees	69	77
<b>Total Fees</b>	<b>27,240</b>	<b>24,766</b>

## STAFF COSTS AND EMPLOYEE NUMBERS

	<b>2012</b>	<b>2011</b>
	<b>€000</b>	<b>€000</b>
<b>Staff serving at end of Year</b>	544	573
Pay	23,539	24,481
Other allowances	89	86
Overtime	156	153
Employer's PRSI	1,330	1,326
<b>Total Staff Costs</b>	<b>25,114</b>	<b>26,046</b>



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## APPENDIX I

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### Statement by the Accounting Officer on Internal Financial Control

#### Responsibility for system of Internal Financial Control

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

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

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

#### Financial Control Environment

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

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

#### Administrative Controls and Management Reporting

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

- there is an appropriate budgeting system with an annual budget which is kept under review by senior management,
- there are regular reviews by senior management of periodic and annual financial reports which indicate financial performance against forecasts,

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## APPENDIX I

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- a risk management system operates within the Department/Office,
  - there are systems aimed at ensuring the security of the ICT systems,
  - there are appropriate capital investment control guidelines and formal project management disciplines,
  - the Department is compliant with all relevant guidelines regarding procurement and is complying with all circulars relating to the mandatory use of framework agreements and contracts.

### **Internal Audit**

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

Frank Treacy

Accounting Officer

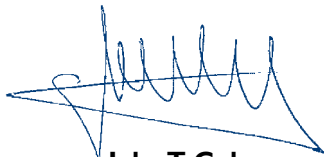
Property Registration Authority

## Appendix 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	2012	2011	2010
Changes to the register	445,112	529,506	575,019

For comparison purposes Table 2 shows the breakdown of the various application types for 2012, 2011 and 2010 at 31 December:

**TABLE 2**

Application Type	Year	Intake	Output	Cases under query	Work in progress
Applications for Registration	2012	131,774	143,431	14,920	71,755
	2011	130,390	175,275	16,645	84,438
	2010	145,227	192,061	23,084	129,706
Examiners and Section 49 Cases	2012	4,512	3,010	2,688	9,138
	2011	2,519	3,367	4,024	5,364
	2010	3,278	5,132	4,463	5,846
Ground Rent Applications	2012	1,027	1,129	421	218
	2011	1,039	953	618	279
	2010	1,050	1,071	746	187
Land Commission Cases	2012	46	200	165	316
	2011	41	557	261	570
	2010	52	1,211	508	971
Title Plans & Copy Folios	2012	119,856	125,073	37	2,110
	2011	144,944	146,999	0	1,772
	2010	158,616	164,846	0	3,360
Scheme Map Approval	2012	260	566	193	N/A
	2011	200	1498	267	N/A
	2010	467	467	0	N/A
Copy Instruments	2012	8,464	7,664	65	590
	2011	8,136	7,132	68	766
	2010	7,066	6,344	0	766
Official Map Searches	2012	81	268	15	54
	2011	87	59	30	0
	2010	845	845	0	0

## 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**

2012	Address Search	Townland Index/ Map Index Search	View Map	Total
Total	287385	646177	885006	1818560

## Appendix 5

### GROUND RENTS ACTIVITY

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

**TABLE 4**

	<b>Year</b>	<b>Intake</b>	<b>Ouput</b>
Arbitration Cases	2012	457	494
	2011	520	407
	2010	601	575
Consent Cases	2012	570	635
	2011	519	546
	2010	449	496
<b>Total</b>	<b>2012</b>	<b>1,027</b>	<b>1,129</b>
	<b>2011</b>	<b>1,039</b>	<b>953</b>
	<b>2010</b>	<b>1,050</b>	<b>1,071</b>

## Appendix 6

### AUTHORITY MEETINGS

Seven meetings were held during 2012. The number of meetings held during the membership of each Authority Member in 2012 and the number of meetings he/she attends are shown in Table 5.

**TABLE 5**

Members serving in 2012	Meetings held during membership	Total attended
John T. Coleman, Chairperson	7	7
Frank Branigan	7	7
Denis A. Byrne	7	7
Seamus Carroll	7	5
Deirdre Fox	7	6
Michael Kelly	7	6
Paul McSweeney	7	5
Teresa Pilkington	7	6
Peter Savage	7	7
Roderick Tyrrell	7	5
Una Woods	7	4

#### Notes

There were no new appointments to the Authority during 2012 and there were no vacancies at the end of 2012.

#### Fees

The annual fee payable to the Members of the PRA for 2012 is in accordance with the rate approved by the Minister for Finance which is currently as follows:

- Chairperson of the Authority: €20,520 per annum and
- Members of the Authority €11,970 per annum. In accordance with Department of Public Expenditure and Reform guidelines no fees were paid to public servants serving on the Authority during 2012.

#### During 2012

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

## Appendix 7

### SUB-COMMITTEE MEETINGS

Members of the Authority also attended a number of sub-committee meetings during 2012.

**TABLE 6**

Authority Members	Audit Committee		Draft Rules & Practice Directions		Drafting the 2013-2015 Strategic Plan		Examining the Functions of the Authority	
	Meetings		Meetings		Meetings		Meetings	
	Held	Attended	Held	Attended	Held	Attended	Held	Attended
John T. Coleman (Chairman)								
Frank Branigan			2	2	3	2		
Denis A. Byrne	4	4						
Seamus Carroll			2	2	3	3		
Deirdre Fox					3	3		
Michael Kelly	4	4					4	4
Paul McSweeney							4	3
Teresa Pilkington			2	2				
Peter Savage							4	4
Roderick Tyrrell					3	2		
Una Woods			2	2				

**Notes:**

- The Audit Committee which consists of two members of the PRA also includes members who are external to the PRA.
- The subcommittee on the draft Rules and Practice Directions which consists of four members of the PRA also includes members of the PRA's Senior Management Team.
- The sub committee to prepare the Strategic Plan for 2013 -2015 consisted of three members of the PRA and members of the PRA's Senior Management Team. The group also carried out its work by e-mail correspondence. The PRA's Strategic Plan was published in February 2013.
- The sub committee to examine the functions of the Authority consists of three members of the PRA and members of the PRA's Senior Management Team. The group also carried out its work by email correspondence during 2012.
- John T. Coleman, Chairperson, is a member of the Registration of Deeds and Title Rules Committee. See Appendix 8 below.



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## Appendix 8

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### MEMBERSHIP OF THE REGISTRATION OF DEEDS AND TITLE RULES COMMITTEE

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

#### **Membership of the Committee at year ending 31st December 2012**

- Mary Laffoy, Judge of the High Court (Chairperson)
- John T. Coleman, Chairperson of the PRA
- Frank Treacy, Interim Chief Executive of the PRA (Secretary)
- James Dwyer, Senior Counsel, nominated by the Bar Council of Ireland
- Owen M. Binchy, Solicitor, nominated by the Law Society of Ireland.

Note: In April 2012 Frank Treacy, Deputy Registrar of Titles, was assigned to carry out the functions of the Chief Executive as the post of Chief Executive was vacant.

The Rules Committee met on three occasions during 2012.

## Appendix 9

### OVERVIEW OF ENERGY USAGE IN PRA BUILDINGS IN 2012 (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. Wood pellets 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:*

- 1,506.3 MWh of electricity;
- 2517.3 MWh of fossil fuels;
- 242. 2 MWh of renewable fuels.

#### **Actions planned for 2013**

The PRA office in the Setanta Centre will be closed in March 2013 and staff will be re-located to Block 2 of the Irish Life building, Lower Abbey Street.

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 Optimising Energy at Work plan is due to be rolled out also in the Registry of Deeds building in Henrietta Street during 2013.

## Appendix 10

### **REPORT TO THE MINISTER FROM THE REGISTRATION OF DEEDS AND TITLE RULES COMMITTEE PURSUANT TO SECTION 75 (2) OF THE REGISTRATION OF DEEDS AND TITLE ACT 2006 FOR THE YEAR ENDING 31ST DECEMBER 2012.**

The Registration of Deeds and Title Rules Committee, constituted pursuant to the provisions of Section 74 of the Registration of Deeds and Title Act 2006, is charged with making rules by virtue of the powers conferred by Section 126 of the Registration of Title Act 1964, as amended by Section 72 of the 2006 Act.

Prior to 2012 the last major review of the Rules was completed in 1972, and there were numerous additional rules made in 1975, 1977, 1981, 1986, 2000, 2005.

In recent years there has been 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. Information and communication technologies have been implemented in the title registration process, resulting in the digitisation of the land registers and registry maps. Therefore it was necessary to make a series of interim Land Registration Rules to reflect these changes and to provide a legal basis for the implementation of the required reforms, which were set out in the Rules of 2006, 2007, 2008, 2009, 2009 (2), and 2011.

It thus became necessary to revise and consolidate the numerous editions of Land Registration Rules. Following a review by the Authority with the benefit of extensive input from the Conveyancing Committee of the Law Society a number of proposed amendments and additions were also identified. Among the items considered were:

- Electronic registration, Electronic signature and re-use of Land Registration data
- The public nature of the register
- Anti-fraud measures
- The acceptance of opinions from “practising solicitors”
- One-page prescribed forms of mortgages
- The major re-drafting of the forms in the Rules

The consolidated and amended rules were drafted by part of the legal cohort of the Authority and considered by the Working Group on Draft Rules and Practice Directions before being referred to the Rules Committee for final determination. The Committee met formally on three occasions during 2012 and the Land Registration Rules 2012 were signed by the Committee members on 23rd August 2012, enacted by the Minister for Justice and Equality on the 1st December and commenced on 1st February 2013.

## Contacts

### 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

Golf Links Road, Roscommon, DX 90014

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

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