



**Tailte
Éireann**

Clárúchán, Luacháil,
Suirbhéireacht
Registration, Valuation,
Surveying

Framework of Assignments update Version 4 08022024

Framework of Assignments

(Assignment of responsibilities by the Chief Executive Officer of Tailte Éireann as provided under the Public Service Management Act 1997, the Tailte Éireann Act 2022 and in line with Action 21 of the Civil Service Renewal Plan 2014 and Theme 2 of the Civil Service Renewal Action Plan 2024.)

October 2023

Annex C to the Corporate Governance Framework of Tailte Éireann

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Part One: Statutory Authority and Alignment

1. ROLE OF CHIEF EXECUTIVE OFFICER

In accordance with Section 11(1) of the Tailte Éireann Act 2022, the Chief Executive Officer (CEO) is appointed by the Minister for Housing, Local Government and Heritage in accordance with the Public Service Management (Recruitment and Appointments) Act 2004 and the Civil Service Regulation Act 1956. The CEO is at Deputy Secretary Level and is the head of office for Tailte Éireann (TE) for the purposes of the Public Service Management Act 1997 (PSMA). The CEO, therefore, has statutory responsibility for controlling generally the staff, administration and business of TE.

Under Action 21 Of the Civil Service Renewal Plan 2014¹ all government departments and offices are obliged to publish a Framework of Assignments. The aim is to improve accountability by clarifying the responsibilities and accountabilities of senior managers so that ‘who does what and how they are held accountable’ is clear.

This process is underpinned by statutory provisions in the PSMA and the Tailte Éireann Act 2022 which provide that the CEO has the statutory authority, responsibility and accountability for carrying out certain duties including, but not limited to the following:

PSMA 1997

- Providing advice to the Minister with respect to any matter within, affecting or connected with, the responsibilities of the Minister or the Department or TE giving rise to material expenditure chargeable to its appropriation account.
- Managing TE, implementing Government policies appropriate to TE, monitoring Government policies that affect TE and delivering outputs as determined with the Minister for Housing, Local Government and Heritage.
- Preparing Statements of Strategy for submission to the Minister
- Managing all matters pertaining to appointments, performance, discipline and dismissals of staff below the grade of Principal or its equivalent in TE.
- Assigning the responsibility for performance of the functions for which the Head of the TE is responsible to other officers or to a grade or grades of officer of TE including the conditions pertaining to such assignments in order to ensure coherence of policy across TE and ensuring that, where appropriate, the responsibility for the performance of those functions is further assigned to other officers or to a grade or grades of officer within the TE.
- Ensuring that appropriate arrangements are put into place that will facilitate an effective response to matters that pertain to both the Department or TE and other branches of the public service.

¹ Action 21 Publish the Framework of Assignments for all Departments
[gov.ie](http://www.gov.ie) - Civil Service Renewal Plan - Progress Reports (www.gov.ie)

- Ensuring that the resources of the Department or Scheduled Office are used in a manner that is in accordance with the Comptroller and Auditor General (Amendment) Act, 1993, with a view to enabling the matters referred to in paragraphs (a) to (d) of section 19 (1) of that Act to be appropriately addressed by the Department or Scheduled Office.
- Examining and developing means that will improve the provision by TE of cost effective public services.
- The CEO is accountable to the Minister in carrying out the duties or functions referred to above.

TE Act 2022

- Acting as Accounting Officer for TE. (*Section 13(1) Tailte Éireann Act 2022; Warrant of Appointment w.e.f. 10th July 2023*).
- Principal officer and the Head of Tailte Éireann for the purposes of the PSMA 1997.
- Tailte Éireann shall act through, and its functions shall be performed in the name of Tailte Éireann by the chief executive or another member of staff of Tailte Éireann duly authorised in that behalf by the chief executive.
- Carry out and manage and control generally the staff, administration and business of TE
- At the request of the Board promptly provide it with such information (including financial information) as the Board may require, in particular in relation to –
 - the functions of the chief executive and the implementation by him or her of the policies of the Government or a Minister of the Government affecting the functions of TE,
 - the strategic direction of Tailte Éireann, and
 - provide the Minister with such information relating to the performance of the functions of the CEO as the Minister may require.

The duties specified in the PSMA and TE Act, while extensive, are not necessarily exhaustive and the CEO may also be required to carry out other functions on behalf of the Minister². While the CEO may delegate responsibility and accountability by way of assignment (where each officer is accountable to the CEO who is Head of Office), the CEO retains ultimate responsibility and accountability for the actions of the organisation, irrespective of the delegation of assigned responsibilities.

2. SCOPE OF FRAMEWORK

Section 4(1) and 9(2) of the PSMA empowers the CEO to assign to officers of TE (or grade or grades of officer) responsibility for the performance of their functions. Section 13(3) of the TE act provides that its functions shall be performed in the name of TE by the CEO or another member of its staff duly authorised by the CEO. Section 16 of the TE Act states that the CEO may delegate the performance of any functions transferred to TE to any member of the staff of TE who shall be accountable to the CEO for the performance of that function. The functions transferred to TE

² Section 4(2) PSMA

include all functions previously carried out by the dissolved Property Registration Authority and Ordnance Survey Ireland and both the Commissioner of Valuation and the Boundary Surveyor.³

Part 3 of this framework document shows the assignment of responsibility for the performance of functions to each individual officer down to and including Principal Officer level or equivalent.

Under the PSMA the CEO is also responsible for ensuring that the responsibility for the performance of TE's functions is further assigned to other officers or to a grade or grades within TE. Such further assignment of responsibility below Principal Officer level shall be handled administratively on the basis of the personal (or team) work objectives identified under or associated with TE's business plan. The latter is informed both by TE's Strategy Statement and by its Performance Management and Development System (PMDS) and provides a practical means of prioritising and managing the day-to-day work of TE at function, unit, team and individual level.

Subject to overarching budgetary imperatives, workforce planning provisions and unavoidable recruitment delays, officers to whom responsibilities have been assigned under this framework will receive the appropriate resources, collaborative colleague and infrastructural support to enable them to fulfil their obligations under the Act.

3. INTERPRETATION OF FRAMEWORK

Interpretation of this document and the assignments herein should have due regard to the factors which, from time to time, will affect the authorisation, allocation and discharge of responsibilities across TE as a newly merged organisation. This includes, *inter alia*, the requirement for integration of support functions, the exigencies of work in a particular area, the alignment of boundary spanning activities and the co-ordination of shared or contiguous responsibilities.

This document should also be interpreted in light of the assignment of functions in respect of appointments, performance and discipline of personnel under the Civil Service Regulation Acts 1956-2005 which may be made from time to time by the CEO under separate regulations.

4. PUBLICATION, UPDATES AND REVISION OF FRAMEWORK

This document, developed as an annex to the Corporate Governance Framework of Tailte Éireann, will be published on the website www.tailte.ie

Assignments under Section 4(1) of the PSMA, as specified in this framework document, will continue to be amended from time to time, in writing, by the Chief Executive officer and the framework will be deemed to have been updated accordingly.

³ Section 28 Tailte Éireann Act 2022

This framework of assignments constitutes a consolidated statement, as at 18th October 2023, of all assignments by the Chief Executive Officer of Tailte Éireann. Periodic revision of this document will provide updated information on further assignments.

Part Two: Organisational Structure of Tailte Éireann

1. TAILTE ÉIREANN'S MISSION

The CEO has responsibility for delivery of the core statutory function of TE which is primarily to provide the authoritative property registration, surveying and property valuation services for the State. To this end the work of TE is guided by its mission which is:

‘To provide trusted land registration, valuation and surveying services that benefit Irish society and the economy.’

2. OVERVIEW OF FUNCTIONS

For the purposes of day-to-day management there are four main services functions in TE each headed by an officer at Assistant Secretary level:

- 1) Registration;
- 2) Surveying;
- 3) Valuation;
- 4) Corporate Affairs.

The functions are structured to facilitate the provision of service excellence.

The core responsibilities of each function are outlined in the following paragraphs.

1) Registration

The Registration function is responsible for land registration and the recording of transactions relating to property in Ireland. It has responsibility for the Land Registry and the Registry of Deeds, and also operates the Grounds Rents Purchase Scheme under the Landlord and Tenant Acts. The purpose of registration is to provide a secure, reliable and effective legal system for registering property ownership and other interests. This system, combined with the search and copy services provided, enables property and related financial transactions to take place in confidence. This function also has responsibility for historical archives services and provides assistance to government departments, local authorities and state agencies on title registration and property related matters.

2) Surveying

This function has responsibility for the operation of a national mapping service by creating and maintaining the definitive national mapping and related geographic records and services. This includes maintaining and developing the underlying physical infrastructure which is needed to support spatial applications, including to maintain a national grid and the national geodetic and height frameworks and to link these to international systems.

3) Valuation

This function has responsibility for the operation of the valuation of rateable property under the Valuation Acts. It has responsibility for driving forward the national Programme of Revaluation of all rateable property on an ongoing basis so as to provide an up-to-date, fair and equitable base for local authority commercial rates and the delivery of a programme of ongoing revision of rateable valuations. This function also maintains a valuation service to Government Departments, State Agencies and other public bodies and ensures appropriate preparation and running of cases appealed to the independent Valuation Tribunal and the Courts.

4) Corporate Affairs

This function's principal responsibilities are Human Resources; Finance; Governance, Compliance and Excellence; Programme Management; Innovation and Service Development; ICT and Corporate Administration.

Part Three: Formal Assignments by the Chief Executive

Under the powers vested in me as Chief Executive Officer under Section 4 (1) of the Public Service Management Act 1997 and Section 16 of the Tailte Éireann Act 2022, I hereby assign and delegate responsibilities in the Senior Management Group of Tailte Éireann as outlined below.

- The assignment of the responsibility for the performance of functions to officers or to a grade or grades of officer of TE shall include a requirement, where deemed appropriate to the assignment, that the officer to whom the assignment is made shall—
 - Provide policy advice in relation to the subject-matter of the assignment and related matters, achieve the outputs specified in the assignment,
 - Assume responsibility for the statutory schemes or programmes specified in the assignment,
 - Assume responsibility for the delivery of quality services in respect of the area of the assignment,
 - Ensure that the expenditure made in respect of the area of the assignment accords with the purpose for which the expenditure was chargeable to the appropriation account of the Department or Scheduled Office and that value for money is obtained, and
 - Perform, on behalf of the CEO functions in respect of appointments, performance and discipline of personnel in the area of the assignment, other than dismissals, that are the responsibility of the aforesaid CEO pursuant to section 4 (1)(h) of the PSMA 1997.

An officer of TE to whom the responsibility for the performance of functions has been assigned shall be accountable for the performance of those functions to the CEO and to such other officers (if any) as may be specified under the assignment

1. MANAGEMENT BOARD

The Management Board (MB) operates to the principles of shared participation and personal and corporate responsibility for the operational success of the entire organisation. The Management Board is chaired by the CEO and membership comprises:

- Chief Executive officer (Head of Office);
- Chief Operations Officer- Registration
- Chief Operations Officer- Surveying
- Chief Operations Officer- Valuation
- Chief Corporate Affairs Officer
- Chief of Staff
- Head of Human Resources
- Head of Finance
- Chief Information Officer

The role of the MB is outlined in full in Chapter 3 of TE's Corporate Governance Framework 2023. Terms of Reference of the MB are separately published on TE's website as an annex to the Framework.

2. SENIOR MANAGEMENT GROUP

The Senior Management Group comprises members of the Management Board and all Principal Officers and equivalent grades.

3. CHIEF OPERATIONS OFFICERS

Specific responsibilities are assigned to officers at Assistant Secretary General in their role as Chief Operations Officers.

Title	Role Assignment	Name	Email address	Grade
Chief Operations Officer Valuation	Operational management of the TE Valuation Function comprising the functions of the Commissioner of Valuation transferred to TE under section 28 the TE Act 2022	Colm Lavery	Colm.lavery@tailte.ie	Assistant Secretary
Chief Operations Officer Surveying	Operational management of the TE Surveying Function comprising the functions of the dissolved Ordnance Survey Ireland and the functions of the Boundary Surveyor transferred to TE under section 28 the TE Act 2022	Colin Bray	Colin.bray@tailte.ie	Assistant Secretary
Chief Operations Officer Registration	Operational management of the TE Registration Function comprising the functions of the dissolved Property Registration Authority transferred to TE under section 28 the TE Act 2022	Liz Pope	Liz.pope@tailte.ie	Assistant Secretary
Chief Corporate Affairs Officer	Overall management of the TE Corporate Affairs Function	Fiona Coyne	Fiona.coyne@tailte.ie	Assistant Secretary

4. PRINCIPAL OFFICERS AND EQUIVALENTS

Responsibility is assigned to an officer at Principal level or equivalent. These responsibilities sit within the overall management framework for TE.

Registration				
Area	Role Assigned	Name	Email address	Grade
Legal Services	Head of Legal Standards and External Liaison	Michael Clarke	michael.j.clarke@tailte.ie	Deputy Registrar PO(1) + allowance
	Head of First Registrations Operations	Áine Ruddy	Aine.ruddy@tailte.ie	Deputy Registrar PO(1) + allowance)
	Chief Examiner of Titles (Waterford and Roscommon offices)	Frank Branigan	Frank.branigan@tailte.ie	PO (1)
	Examiner of Titles	Rosemary Carr	Rosemary.carr@tailte.ie	PO (2)
	Examiner of Titles	Eithne Ryan	Eithne.ryan@tailte.ie	PO (2)
	Examiner of Titles	Mary McAvinue	Mary.mcavinue@tailte.ie	PO (2)
	Examiner of Titles	Seamus Cashman	Seamus.cashman@tailte.ie	PO (2)
	Examiner of Titles	Cathal Whitney	Cathal.whitney@tailte.ie	PO (2)
	Examiner of Titles	Karen Smyth	Karen.smyth@tailte.ie	PO (2)
Core Casework	Head of Casework Management and Service Delivery	Eamonn Morris	Eamonn.morris@tailte.ie	PO (2)
Registration Mapping	Head of Registration Mapping and Central Filing Repository	Tom Brosnahan	Tom.brosnahan@tailte.ie	PO (2)

Surveying				
Area	Role Assigned	Name	Email address	Grade
Geospatial Operations	Head of Geospatial Operations	Eamonn Clinton	Eamonn.clinton@tailte.ie	PO (2)
Geospatial Strategy & Services	Head of Geospatial Strategy and Services	Lorraine McEnerney	Lorraine.mcenerney@tailte.ie	PO (2)
Surveying, Remote sensing, Geodesy and Boundaries	Head of Surveying, Remote Sensing, Geodesy and Boundaries	Paul Kane	Paul.kane@tailte.ie	PO (2)

Valuation				
Area	Role Assigned	Name	Email address	Grade
Overall Management of Valuation Services	Chief Valuer	Declan Lavelle	Declan.lavelle@tailte.ie	PO (1)
Revision	Head of Revision	Stephen Kavanagh	Stephen.kavanagh@tailte.ie	PO (2)
Revaluation	Head of Revaluation	Terry Fahey	Terry.fahey@tailte.ie	PO (2)
State Property Valuations	Head of State Property Valuations	Maurice O'Neill	Maurice.oneill@tailte.ie	PO (2)
Appeals	Head of Appeals	Carol Spain	Carol.spain@tailte.ie	PO (2)

Corporate Affairs				
Area	Role assigned	Name	Email address	Grade
Office of Chief Executive	Chief of Staff	Aileen McHugh	Aileen.mchugh@tailte.ie	PO (1)
Finance	Head of Finance	James O'Boyle	jamesoboyle@tailte.ie	PO (2)
	Deputy Head of Finance	Niamh McLoone	Niamh.mcloone@tailte.ie	PO (2)
Strategic HR	Head of Human Resources	Jean Murray	Jean.murray@tailte.ie	PO (2)
Governance, Compliance and Excellence	Head of Governance, Compliance and Excellence	Aidan Timmins	Aidan.timmins@tailte.ie	PO (2)

ICT	Acting Chief Information Officer (CIO)	Liam Butler	Liam.butler@tailte.ie	PO (2)
	Head of Enterprise Architecture and Infrastructure	Henry Sullivan	Henry.sullivan.tailte.ie	PO (2)
Corporate Services	Head of Corporate Administration	Mary Smyth	Mary.smyth@tailte.ie	PO (2)
Business & Service Development	Head of Innovation and Service Development	Hugh Mangan	Hugh.mangan@tailte.ie	PO (2)
Programme Management Office	Head of Programme Management	Morgan Mangan	Morgan.mangan@tailte.ie	PO (2)

Tailte Éireann Framework of Assignments

Signed: 

Name: Liam O'Sullivan

Title: Chief Executive Officer of Tailte Éireann

Date: 18th October, 2023

Appendix 3 Relevant Acts

- 1. Public Service Management (Recruitment and Appointments) Act 2004 (No. 33)**
https://www.publicjobs.ie/documents/Public_Service_Management_Recruitment_and_Appointments_Act_2004.pdf
- 2. Civil Service Regulation Act 1956 (No. 46)**
<https://www.irishstatutebook.ie/eli/1956/act/46/enacted/en/print.html>
- 3. Public Service Management Act 1997 (No. 27)**
<https://www.irishstatutebook.ie/eli/1997/act/27/enacted/en/pdf>
- 4. Tailte Éireann Act 2022 (No. 50)**
<https://www.irishstatutebook.ie/eli/2022/act/50/enacted/en/print?printonload=true>
- 5. Registration of Title Act 1964 (No. 16)**
<https://www.irishstatutebook.ie/eli/1964/act/16/enacted/en/html>
- 6. Registration of Deeds and Title Act 2006 (No. 12)**
<https://www.irishstatutebook.ie/eli/2006/act/12/enacted/en/print.html>
- 7. Ordnance Survey Ireland Act 2001 (No. 43)**
<https://www.irishstatutebook.ie/eli/2001/act/43/enacted/en/html>
- 8. Valuation Act 2001 (No. 13)**
<https://www.irishstatutebook.ie/eli/2001/act/13/enacted/en/html>