



Civil Service Pensions

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EMPLOYER PENSION NOTICE

EPN 03/2026 B

From: Civil Service Pensions Policy, Legislation and Communications

Date: 16 March 2026

To: Employers with partial or no HRConnect usage

Re: NORTHERN IRELAND CIVIL SERVICE PENSION SCHEMES (NICSPS) – REPORT OF THE MANAGERS 2025-26

Issue: The purpose for this EPN is to inform Employers, covered by the NICSPS, that Civil Service Pensions (CSP) will require membership information for the 2025/26 financial year **no later than 10 April 2026**.

Timing: Immediate

Action: Employers should complete the Report of the Managers Template attached at **Annex A** and return it to CSP via a secure method.

Background

1. CSP as manager of the NICSPS is required to publish annual accounts in respect of the Civil Superannuation Vote Account.
2. A vital part of these accounts is the Membership Statistics included in the section of the accounts headed 'Report of the Managers'. Each year CSP requests position statement information from each employer for active

members of the scheme. In addition to a position statement, going forward CSP are also requesting additional information to help reconcile membership and enable them to present more accurate data for the Government Actuary's Department and the Pensions Regulator returns.

3. A copy of the information required is contained in the Report of the Managers Template attached at **Annex A**. Please note this template has been amended and only this current version should now be used.

Returning the Information to CSP

4. The Report of the Managers Template will contain personal information therefore on completion it must be returned securely to CSP. This may be via Secure File Transfer Protocol Portal (preferred option), or password protected zip folder via email. Passwords should not be applied to the actual template. When naming and saving the Template please add the Employer or Paypoint code also so it is easily identifiable as to who has provided this. For example – for Invest NI use 'INVN – Report of the Managers 2025-2026'.
5. If using Secure File Transfer Protocol Portal, please notify CSP that you have provided your data via the portal by emailing Conall.ONeill@finance-ni.gov.uk.
6. If submitting your return in a password protected zip folder, please send via email to Conall.ONeill@finance-ni.gov.uk.
7. All relevant emails should be titled '**Report of the Managers information – FAO Systems Team**'.

Summary of Action

8. Employers should complete the Report of the Managers Template attached at **Annex A** and return it to CSP via a secure method.

Conclusion

9. If there are any questions regarding the content of this EPN or the information required to complete the Report of the Managers Template at **Annex A**, please contact Conall O'Neill at: Conall.ONeill@finance-ni.gov.uk or on telephone number 028 71319063 (Ext. 62063).

Yours sincerely

A handwritten signature in black ink, appearing to read 'Peter Philip', with a large, sweeping flourish extending to the right.

Peter Philip
Civil Service Pensions, Policy, Legislation and Communications

Report of the Managers Template:



NNN - Report of the
Managers 2025 - 2021

Double click to open the template.

***** EMPLOYERS / DEPARTMENTS SHOULD ENSURE BOTH THE EMPLOYER
SUMMARY AND MEMBERSHIP BREAKDOWN ARE COMPLETED FOR ALL
ACTIVE MEMBERS *****