



**Civil Service Pensions**

Orchard House  
40 Foyle Street  
Londonderry BT48 6AT  
Tel: 0300 077 0329  
Email: [cspensions@finance-ni.gov.uk](mailto:cspensions@finance-ni.gov.uk)  
Web address:  
[www.finance-ni.gov.uk/civilservicepensions-ni](http://www.finance-ni.gov.uk/civilservicepensions-ni)

**EMPLOYER PENSION NOTICE**

**EPN 03/2026 A**

**From: Civil Service Pensions Policy, Legislation and Communications**

**Date: 16 March 2026**

**To: Employers with full 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:** No action is required by Employers on receipt of this EPN which is for **information purposes only**.

**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. CSP will request this information directly from HRConnect on your behalf. However, a copy of the information required is contained in the Report of the Managers Template which is attached at **Annex A**.

### **Summary of Action**

4. No action is required by Employers on receipt of this EPN which is for **information purposes only**.

### **Conclusion**

5. If there are any questions with regard to the content of this EPN, please contact Conall O'Neill at [Conall.ONeill@finance-ni.gov.uk](mailto: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 stylized flourish at the end.

**Peter Philip**  
**Civil Service Pensions, Policy, Legislation and Communications**

**Report of the Managers Template:**



NNN - Report of  
the Managers 2025

Double click to open the template

**PLEASE NOTE THAT THE SPREADSHEET IS ATTACHED FOR INFORMATION  
PURPOSES ONLY**