

**Civil Service Pensions**

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**EMPLOYER PENSION NOTICE**

**EPN 08/2020 B**

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

**Date: 20 March 2020**

**To: Employers with partial or no HRConnect usage**

**Re: NORTHERN IRELAND CIVIL SERVICE (NICS) PENSION SCHEMES –  
REPORT OF THE MANAGERS 2019/20**

**Issue:** The purpose for this EPN is to inform Employers, covered by the NICS pension schemes that Civil Service Pensions (CSP) will require membership information for the 2019/20 financial year **no later than 5 April 2020**.

**Timing:** Immediate

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

**Background**

1. CSP as manager of the NICS pension schemes is required to publish annual accounts in respect of the Civil Superannuation Vote Account.
2. A vital part of these accounts are 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 Actuaries Department and the Pension Regulator returns.

3. A copy of the information required is contained in the Employer Return Template attached at **Annex A**

### **Returning the Information to Civil Service Pensions**

4. The Employer Return Template contains personal information therefore on completion it must be returned securely to Civil Service Pensions. This may be via Secure File Transfer Protocol Portal, preferred option or password protected email.
5. If using Secure File Transfer Protocol Portal please notify Civil Service Pensions that you have provided your data via the portal by emailing [ebby.walsh@finance-ni.gov.uk](mailto:ebby.walsh@finance-ni.gov.uk) and 'CC' [cspensions@finance-ni.gov.uk](mailto:cspensions@finance-ni.gov.uk) Emails should be titled '**Report of the Managers information – FAO Systems Team**'.
6. If using password protected email please contact Civil Service Pensions who will provide the email address you should send the information to. Contact in the Systems team is: Ebby Walsh telephone no: 028 71319248 (Ext 62248). Passwords should be provided separately, ideally by telephone.

### **Summary of Action**

7. Employers should complete the Employer Return Template attached at **Annex A** and return it to CSP via a secure method.

### **Conclusion**

8. If there are any questions with regard to the content of this EPN or the information required to complete the Employer Return Template at **Annex A**, please contact Ebby Walsh at: [ebby.walsh@finance-ni.gov.uk](mailto:ebby.walsh@finance-ni.gov.uk) or on telephone number 028 71319248 (Ext. 62248).

Yours sincerely



Margaret Coyle  
**Civil Service Pensions Policy, Legislation and Communications**

**Employer Return Template:**



EMPLOYER RETURN  
TEMPLATE (2).xlsx

Double click to open the template

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