

Meeting of DHET Trustees

3 June 2026

Information Co-ordinator Report

Item 4.2

Events

- Attended heritage seminar *"Making Do": Strategies and Tactics for Thermal Comfort in Traditional Houses in Stirling*.
- Attended *Inclusive Heritage Training: Diversifying Audiences* organised by the Scottish Council on Archives.
- Attended the Conservation Officers Group meeting organised by BEFS in Perth.
- Supported Mylene with the Schools Skills event preparation and on the day.

Training

- Completed DCC training modules: GDPR, Records Management, Social Media Guidelines, Social Media Protection.

IT

- Updated the website theme, feedback welcome.
- Working on a page showcasing recent projects.
- Set up new updated plugin for the contact, enquiry and application forms.
- Providing improved security and function for the website through regular updates and maintenance.
- Liaised with Quest IT to reduce website emails being flagged as spam.

Heritage walking guides

- Awaiting costs for two options for the electronic versions.
- Liaised with MixMap who will link to our walks on their Dundee Tourist Guide.

HR

- Integrated feedback from SCVO and completed the employee handbook.
- Produced a Fair Work Statement and added to the website to satisfy HES requirements.

Administration

- Drafted a new privacy policy and retention policy which requires agreement from Trustees.

Comms KPIs

- A collaborative post with ScrapAntics about their grant funded project.
- Various shared social media posts with Dundee Heritage Trust, Hillcrest etc. around the Burnside timbers story.
- One in-person CPD session and one evening information/social session to be held tomorrow.
- Calendar of significant events created but not yet designed social media around this.
- Liaised with Dundee Museum of Transport to ensure our contribution is acknowledged on their social media and website.

Facebook followers

432 Total followers ⓘ
+4.3% from previous 90 days



18

Net follows ⓘ



2

Unfollows ⓘ

Instagram reach

All

Posts

Stories

Views ⓘ

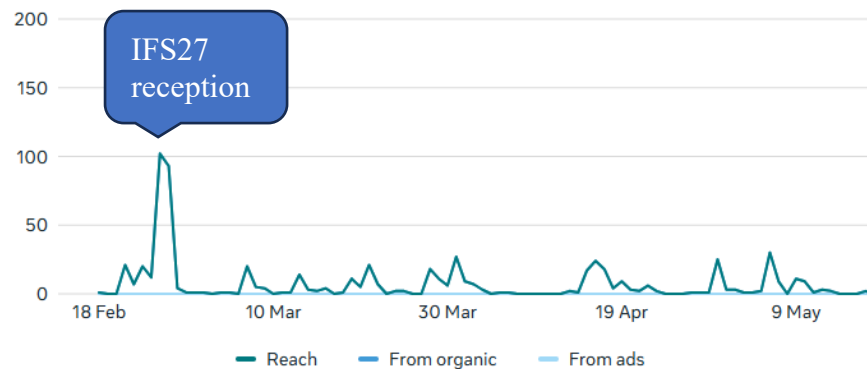
1.4K ↑ 52.9%

Reach ⓘ

288 ↑ 357.1%

Content interactions ⓘ

104 ↑ 20.9%



Reach breakdown ⓘ

18 Feb - 18 May

Total

288 ↑ 357.1%

From organic

288 ↑ 357.1%

From ads

0 0%

LinkedIn Followers

Follower highlights ⓘ

213

Total followers

34

New followers in the last 90 days

▲ 54.5%

Follower metrics ⓘ

